

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

Wednesday, October 12, 2022 - 7:00 p.m.

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

Also Present: Town Manager Salvatore, Chief LaMontagne, Captain Sifodaskalakis, Public Works Director Lou Spina, 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.

B. PLEDGE OF ALLEGIANCE

The Town Council stood to recite the Pledge of Allegiance.

C. APPROVAL OF AGENDA

Motion made by J. Henahan and **seconded** by J. Demetriades to approve the agenda.

Councilman Henahan and Councilman Demetriades withdrew their motion and second.

Motion made by J. Henahan and **seconded** by J. Demetriades to amend the agenda to add under New Business:

4. To Re-appropriate the \$50,000 in CNR for the Cromwell High School Renovation to the Varsity Baseball and Varsity Softball Fields.

5. To approve a Bid Waiver for utilizing US Pitchcare LLC for the renovation of Cromwell High School Varsity Baseball and Varsity Softball Fields.

All in favor.

Motion carried.

D. 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. *See Attachment A.*

She provided the following updates to her report from October 6:

- In the second paragraph, she said the RFQ for the Construction Manager was submitted to the State on Friday, October 7.
- In the last section of the report, she said the approval to the new process for the purchasing policy was all set.
- On the last page of her report, she updated the Council that they conducted the tour of Ledyard today, they will be touring Middletown on Thursday and Branford next week.

2. Board of Education

Celina Kelleher Board of Education Chairman was present and updated the Town Council on the following:

- There are ongoing facilities concerns. They are depleting the budget due to maintenance repairs such as the boiler issue, a rooftop heating/cooling unit, issues with a solar panel at ECS. Their Building Maintenance person suggests having an infrastructure assessment conducted.
- The electrical panel for the Cromwell High School Kitchen is arriving in November instead of January.
- They continue to experience an ongoing bussing issue due to a shortage of bus drivers. They are working through this and hoping not to have to cancel any more trips or sports events.

E. MAYOR'S UPDATE

Mayor Fortenbach reported the following:

- He was invited to speak at Covenant Living next week. He said it was a great turn out with about 80 people in attendance. He appreciates being invited and encouraged others to attend. He added they are a great group of people.
- He reported that the High School Football team has not lost a game in 19 games. They are 5-0 this season. He encouraged all to attend.
- The High School soccer team's Pink Out Game raised a lot of money for Middlesex Hospital.
- He reminded everyone that Trick R Trunk is on Saturday, October 22nd.

F. TOWN MANAGER'S UPDATE

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

- The Town Engineer is working with the Athletic Field Committee. They want to go out for RFP. He informed the Council that he is going to ask the Athletic Field Committee to hold off until after the Long Range Capital Planning meeting.

- He received a notification that the Department of Energy and Environmental Protection that fundraising in the form of carwashes is only allowed at the Firehouse as there are concerns about the material that comes off the cars such as, asphalt, antifreeze, etc. and runs into the storm drains. There is no system that separates and discharges the water.

G. FINANCIAL/FINANCE DIRECTOR'S UPDATE

1. Budget Report

Finance Director Marianne Sylvester was in attendance to present her Budget Report to the Town Council.

2. Tax Refunds

Motion made by A. Waters and **seconded** by J. Henahan to approve Tax Refunds 1-41.

All in favor. Motion carried.

3. Discuss and approve an appropriation from the CNR Fund for the Organizational Culture Assessment

Finance Director Marianne Sylvester presented the memo provided to the Town Council. *See Attachment B.*

Councilwoman Donohue, Deputy Mayor Henahan, and Councilman Polke of the Town Council felt that it was a significant amount of money. A was a brief discussion continued regarding the amount of the requested appropriation.

Councilman Demetriades expressed that he is excited to work with the firm selected, they exhibited a great level of professionalism and expertise.

Motion made by A. Waters and **seconded** by P. Luna to approve an appropriation in the amount of \$100,000 within the CNR Fund for the Organizational Culture Assessment.

All in favor. Motion carried.

4. To Re-appropriate the \$50,000 in CNR for the Cromwell High School Renovation to the Varsity Baseball and Varsity Softball Fields.

Public Works Director Lou Spina was in attendance to ask for the re-appropriation explaining that the original appropriation was only for the Varsity Baseball Field, and he would like to be able to use these funds for the Varsity Softball Field as well.

Motion made by A. Waters and **seconded** by J. Henahan to re-appropriate the \$50,000 in CNR for the Cromwell High School Renovation to the Varsity Baseball and Varsity Softball Fields.

All in favor. Motion carried.

5. To approve a Bid Waiver for utilizing US Pitchcare LLC for the renovation of Cromwell High School Varsity Baseball and Varsity Softball Fields.

Public Works Director Spina explained that he is asking for the bid waiver in the event that US Pitchcare LLC is not part of the consortium that satisfies our procurement. He added, our neighboring towns such as Berlin and Rocky Hill have used this company before and are satisfied with their work.

Motion made by P. Luna and **seconded** by J. Demetriades to approve a Bid Waiver to utilize US Pitchcare LLC for the renovation of Cromwell High School Varsity Baseball and Varsity Softball Fields.

All in favor. Motion carried.

H. CHIEF OF POLICE'S UPDATE

Police Chief LaMontagne was in attendance to present her update to the Town Council. She recognized Detective Jones, Detective Perricone, and Sargent Carlson in conjunction with the Middletown Police Department on an outstanding job during the incident from Sunday afternoon. She said they did a significant amount of work in a small amount of time and were able to capture the assailant.

I. 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:

- Regarding the RFP for the Athletic Field Master Plan – Jon is putting a lot of work into this. He said vendors lose interest by not having the funding in place ahead of time.
- He has had conversations with Councilwoman Luna and Councilman Waters. He plans to attend the Senior Services Commission Meeting next week as some misinformation was shared at their last meeting that he wishes to clarify.

J. CITIZEN COMMENTS

Mayor Fortenbach read a letter from Mr. and Mrs. Sinicrope, 28 Court Street into the record. *See Attachment C.*

Rich Waters, 84 South Street asked the Town Council to use their microphones because he's 81 years old and he cannot hear them, it sounds as though they are whispering. He asked why we waited until the Fall to do paving when the Town has all summer. His concern is the leaves coming off the trees into the asphalt and the frost mixing with the asphalt will not allow it to set properly. He stressed that paving roads is important and if we do not keep up with it, it will only get worse every year. He also expressed his concern that there are trees laying on powerlines. He stated that he informed Public Works Director Spina of the trees on the powerlines and that his response was that it is an Eversource Issue. Mr. Waters strongly disagreed and stated that it is a Town issue as it is a Town Tree. In addition, he said the brook under trestle smells badly and this should be addressed. He continued, if water smells bad, something is wrong and something should be done. He also mentioned the underpass on Nooks Hill Road. He said there is a manhole that sticks up when you drive over it and it causes your vehicle to bounce. He indicated that this will tear apart a plow and will end up costing the town a significant amount of money. Lastly, he asked the Council why they voted to give Town Manager Salvatore a raise when we have a 5 Million Dollar lawsuit going on. He expressed that the Town Council works for the people and that this has to stop.

K. NEW BUSINESS

1. Status Update on Sewer Garage Rehabilitation

Information regarding the status update on the Sewer Garage Rehabilitation was provided to the Town Council. *See Attachment D.* Councilman Demetriades recused himself from the discussion. Mayor Fortenbach suggested drafting a Memorandum of Understanding (MOU) between the Town of Cromwell and the Cromwell Creative District to outline the responsibility of both parties. He suggested that the East and West end of the building needs to be painted sooner rather than later and that it should be outlined in the MOU as well.

Motion made by P. Luna and **Seconded** by J. Henahan to authorize the Town Manager to enter into an MOU with the Cromwell Creative District for the Renovation of the Sewer Garage.

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

Abstained: J. Demetriades **Motion carried.**

Ann Grasso, 70 Strand Circle addressed the Council and expressed her appreciation for the Town advocating for this project, for the Council's support and for bringing forward the MOU to ensure they all work together.

2. Review Ordinance Limiting the Number of Cannabis Establishments that Distribute Cannabis Products for Recreational Use

The Connecticut General Assembly took away the 25,000-population requirement that was originally presented. Therefore, we drafted an ordinance to limit the number of Cannabis Establishments in Town. This Ordinance will only allow two (2) Recreational Establishments and one (1) Medical Establishment to prevent an influx in these facilities. There was a brief discussion clarifying the number of establishments this ordinance will allow.

Motion made by A. Waters and **seconded** by P. Luna to approve the Ordinance Limiting the Number of Cannabis Establishments that Distribute Cannabis Products for Recreational Use as presented.

All in favor. Motion carried.

L. APPROVAL OF MINUTES

1. September 14, 2022 Regular Meeting

Motion made by J. Henahan and **seconded** by P. Luna to approve the minutes of the September 14, 2022 Regular Meeting.

All in favor. Motion carried.

2. September 26, 2022 Special Meeting

Motion made by J. Donohue and **seconded** by J. Demetriades to approve the September 26, 2022 Special Meeting.

All in favor. Motion carried.

M. RESIGNATIONS

None.

N. APPOINTMENTS AND REAPPOINTMENTS

1. Reappointment

a. Senior Services Commission, Bonnie Sprague (D)

Motion made by J. Donohue and **seconded** by A. Waters to reappoint Bonnie Sprague (D) to the Senior Services Commission as a regular member for a term expiring 4/2024.

All in favor. Motion carried.

2. Appointments

a. Athletic Field Committee, James Vinchetti (R), alternate member

Motion made by J. Donohue and **seconded** by A. Waters to appoint James Vinchetti (R) to the Athletic Field Committee as an alternate member.

All in favor. Motion carried.

- b. Senior Services Commission**, Linda Worden (D), regular member for a term expiring 4/2024

Motion made by A. Waters and **seconded** by J. Henahan to appoint Linda Worden (D) to the Senior Services Commission as a regular member for a term expiring 4/2024.

All in favor. Motion carried.

O. INFORMATIONAL ITEMS

- Councilwoman Donohue asked about the storage facility Chief LaMontagne indicated she was going to need in the near future. She asked the Mayor to look into it for Long Range Capital Planning. Town Manager Salvatore replied that she will need more of an impound yard than an actual building.
- Councilman Demetriades informed everyone that the CCD Tricked Out Scarecrow contest is coming up. He invited residents and visitors to vote for their favorite scarecrow. CCD provided the Town Council with flyers for the contest. *See Attachment E.*

P. ADJOURN

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

All in favor. Motion carried.

The meeting adjourned at 8:18 p.m.

Respectfully submitted,



Amanda Calve
Secretary



Building Committee

CROMWELL MIDDLE SCHOOL

**Town Council Report
As of October 6, 2022**

In September, the Town Manager approved the selection committee's recommendation for both the Architectural/Engineering Firm and a Project Management Firm to provide their services for the new Cromwell Middle School.

- Perkins Eastman is the architectural/ engineering firm. Perkins Eastman has completed over ten public school projects in eight Connecticut public school districts in the last ten years.
- Arcadis is the project management firm. Arcadis has managed state-funded, K-12 projects totaling over \$2 billion.

The Building Committee is now into the design phase of the project. Over the next few months, the committee will evaluate the educational specifications and work with the architect to create the next iteration of a schematic design for the school and Board of Education Central Offices.

The Town Manager also approved the Selection Committees for the Construction Manager and the Commissioning Agent. The selection committees will open the RFQs as soon as possible and will conduct interviews in late October / early November.

At its last meeting, the Building Committee reviewed the Committee's charge and the Town Purchasing policy with the Project Manager and Town Manager to clarify how the two documents interact and to ensure the Town of Cromwell satisfies the expectations of the State of Connecticut. The committee wants to ensure the process used to bring on firms and contractors does not put the state reimbursement at risk. The committee proposed a process to the Town Manager that follows the town purchasing policy and has the committee review and vote on the short list selections and then also review and vote on the finalist selections. At the finalist selection stage of the process there are three possible outcomes:

1. The lowest bid is acceptable. The committee votes and approves the lowest bid selection. The selected firm goes to the town manager for review. No rejection expected.
2. All bids exceed the budgeted allotment for the firm. The BC works with the town to have all firms renegotiate costs.
3. Preferred firm is within 2% of lowest bid and/or another situation

unforeseen comes up where the lowest bid firm is not advised. The BC will then initiate conversations with the town manager to come up with an agreement prior to vote.

The Building Committee has tours scheduled for newly constructed middle schools in Middletown, Ledyard, and Branford. The committee looks forward to these opportunities to see other designs and gain further insights about the design and building process.

We appreciate the Town Council's support of this project and your attendance and participation at our Building Committee meetings. The Building Committee meets approximately every other week on Wednesdays at Cromwell High School and welcomes feedback from the community.

Respectfully Submitted,
Rosanna Glynn
Chair, CMS Building Committee

TOWN OF CROMWELL

DATE: OCTOBER 12, 2022
 TO: ANTHONY J. SALVATORE, TOWN MANAGER
 FROM: MARIANNE SYLVESTER, DIRECTOR OF FINANCE/ ON BEHALF OF
 THE SELECTION COMMITTEE
 RE: ORGANIZATIONAL CULTURE ASSESSMENT

On Wednesday August 31st, the Town received 9 submissions for Organizational Culture Assessment. The Selection Committee, consisting of two Town Council members, an HR staff member, and myself, reviewed those submissions and narrowed down the group for further consideration to four firms.

The four identified firms were interviewed on October 6th. After the interviews three firms were "short-listed" for this project based on qualifications and approach. Subsequently, fee proposals were opened for those three firms. The low bid was received from Berry Dunn.

Pricing stands as follows:

	Phase I	Phase II	Additional
Berry Dunn	\$51,800	\$41,400	Travel Est = \$4,500; Phase 2.3
additional hourly rate of \$240			
Letterman White	\$75,000	\$50,000	
Raftelis	\$99,500	negotiable	provided hourly rate for Phase II but
did not provide "not to exceed"			

The selection committee is comfortable that Berry Dunn has the team and resources to work on this assessment for the Town of Cromwell. We are requesting your approval to award the contract to Berry Dunn for Phase I, with the option to move forward with Phase II if it is deemed necessary.

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

Approved
Anthony J. Salvatore
10/12/2022

Attachment C

10/05/2022

Mr. Steven Fortenbach, Mayor

Mr. Anthony Salvatore, Town Manager

And members of the Cromwell Town Council

Dear Sirs and Madams:

Since we moved to Court Street in 1973 across the street from Edna C. Stevens school we've watched the traffic grow every year. It has become more and more a danger to the students and their parents to the point where it surprises us there have not yet been any deadly traffic accidents. The speed limit is usually not obeyed by most drivers, and this includes many commercial vehicles which are so heavy they would not have the ability to slow down and stop if a child should suddenly dart out in front of them.

The parents' vehicles parked on the road in front of the school take up so much of the east-bound lane that other vehicles travelling east are dangerously close to the parked cars. They are so squeezed for space that they tend to cross into the west-bound lane thus inviting a collision with a west-bound vehicle.

We suggest a traffic engineer be asked to study the situation and offer recommendations to make this area safer for everyone.

Sincerely,

Robert Sinicrope

Robert Sinicrope

Dolores Sinicrope

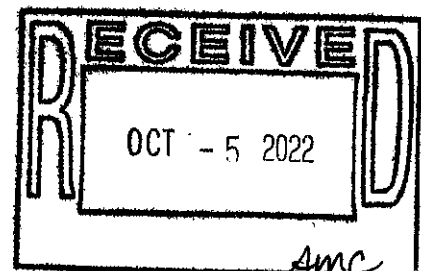
Dolores Sinicrope

28 Court Street


Cromwell, CT

860/632/1380

bobdeesinicrope@gmail.com



Attachment D

To: Anthony J Salvatore, Town Manager
From: John Egan, Chief Building Official 
cc: Lou Spina, Public Works Director; Jon Harriman, Assistant Public Works Director;
John Smigel, Assistant Building Official

Date: 10/6/2022

Re: Memo As requested

Re-Use of Former Town Sewer Garage - 19 Community Field Road

For Cromwell Creative District – Assembly Use

Based upon the following information being presented, the costs associated with the above project to be in compliance with The 2018 Connecticut State Building Code as an Assembly Group A occupancy are estimated at \$ 983,175 (**** See additional revised cost below). This cost is quite substantial and should be carefully reviewed prior to the final approval of this project. This cost is only an estimate and may be higher once the project is costed out for construction.

A meeting on June 22, 2022 with Ann Grasso representative of the Cromwell Creative District, Stewart Popper -Town Planner, John Egan - Chief Building Official and John Smigel- Assistant Building Official took place to discuss the possible re-use of the former Sewer Garage as a potential assembly use.

The Cromwell Creative District representative Ann Grasso presented their conceptual plan to improve the existing facility for their future Assembly use. The improvements include:

- Paint exterior of building.

- Install new sliding doors on south side of building (garage doors currently occupy this space).
- Install T-111 infill on south side of building and paint.
- Infill windows on east side of building and paint.
- Infill windows on north side of building and paint.
- Infill windows on west side of building and paint.
- Building an exterior accessible ramp and landing.
- Building two accessible bathrooms.
- Install drop down stairs to mechanical loft.
- Remove interior brick wall dividing garage bays.
- Infill existing grease pit.
- Add lighting and ceiling fans.
- Paint interior.

The costs for these items to be constructed was brought to the attention of Ann Grasso and discussed in detail. Ann indicated a donation may be applied to this project as well as a STEAP Grant being applied for.

A report prepared by Silver Petrocelli & Associates, Inc. regarding the minimum building corrective actions to bring the building up to minimum standards was submitted on August 11, 2021.

The findings in the report indicated many areas of concern that would need to be addressed. The following areas as described indicate the estimated costs to complete this work.

- Site conditions improvements - \$200,000
- Hazardous materials abatement - \$60,350
- Exterior conditions improvements - \$284,400
- Interior conditions improvements - \$199,000
- Plumbing/ Fire Protection improvements - \$14,500

- Mechanical Systems improvements – \$29,700
- Electrical Systems improvements - \$46,725

Total Estimated Costs \$834,675

Reductions to this figure may be taken based upon the work proposed by the Cromwell Creative District as follows.

- Windows to be infilled and not replaced \$8,000
- Side wall exhaust fan above work table \$3,500
- Garage bay area ventilation (bays being converted) \$25,000

Costs added back in would be for the additional accessible bathroom facilities, frame/fur out walls/ insulate/ sheetrock and replace HVAC system added as follows.

- One additional Accessible bathroom facility \$25,000
- Stud/ Fur out walls, insulate and Sheetrock \$85,000
- Replace HVAC system \$75,000

The total estimated costs less cost of work being given credits for would be \$983,175 based upon the estimated costs provided by Silver Petrucelli & associates, Inc. and estimated current construction costs for items not included in the Matrix costs. Please see attached Capital Needs Assessment Matrix for detailed estimated costs.

****** As requested on 10/6/2022 a revised alternate cost estimate to be considered based upon Matrix costs Priority Rank of categories 1 and 2 not to include 3 and 4 rankings at the present time for work to be completed in order to receive a Certificate of Occupancy. The estimated cost would be \$845,000. These costs do not include replacement of the roof or heating system and are based on cost estimates in the Silver Petrucelli and Associates, Inc. report and current construction cost estimates.**

****** Before building plans and cost estimates are finalized by the Cromwell Creative District, it would be a requirement to meet on site with representatives from Silver Petrucelli and Associates Inc. to field review the list of items in the Matrix cost estimate list in detail. This would clarify the full scope of recommendations affecting this buildings repairs and reconstruction.**

Note: additional cost may be incurred for the preparation of architectural plans and **specifications** required for review and approval prior to Building Permit issuance.

In conclusion as indicated in the Report Findings of the Silver Petrucelli & Associates, Inc. of august 11, 2021 Feasibility / Space Needs Study. This building will need to be substantially repaired, improved and brought up to code compliance, safety conformity and enhanced to meet general needs of the intended occupancy and incorporate further improvements when converting from a Storage/Garage use to an Assembly use. This would include all of the work as described above. This will be a significant alteration to this building.

Permit applications and plans will need to be submitted for review and permits issued for this change in use of this building.

Capital Needs Assessment Matrix – Sewer Department Building

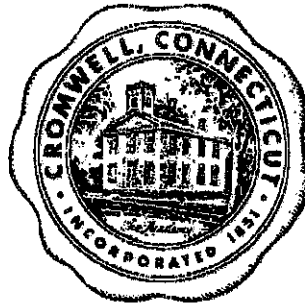
SEWER DEPARTMENT BUILDING - 19 COMMUNITY FIELD ROAD									
TAG NO.	ASSESSMENT	SYSTEM/ CODE REF.	RANKING				CORRECTIVE ACTION	TIMED ESTIMATED COST	REMARKS
			4	3	2	1	n/c		
SITE CONDITIONS									
S01	Drainage, parking, sidewalks and accessibility improvements	General		2			Conceptual site repairs and design cost	\$	200,000
SITE SUBTOTAL								\$	200,000
HAZARDOUS MATERIALS CONDITIONS									
HMD1	Visual inspection of abatement items	General					See appendix for report, section 7.0 for abatement cost range		high range included below
HAZARDOUS MATERIALS SUBTOTAL								\$	40,350
EXTERIOR CONDITIONS									
A01	Brick & CMU is spalling or mortar is in need of repointing	General			1		Patch, repair, or replace brick and repoint as necessary.	\$	150,000
A02	The exterior wood siding needs to be replaced	General		2			Remove old wood siding at gables and front, repair wall and install new siding	\$	10,000
A03	The exterior needs to be repainted	General		2			Scrape, prime and paint brick, CMU and wood	\$	25,200
A04	Windows need to be replaced	General		2			Replace all existing windows with retrofit systems	\$	8,000
A05	Exterior doors and hardware need to be replaced	4.13.9 (ADA) 404.2.6 (ANSI 117.1)		2			Replace exterior doors with aluminum doors and frames and accessible hardware	\$	5,000
A06	The roof needs to be replaced and vented	General		3			Remove and replace with asphalt shingles	\$	83,200
A07	Concrete thresholds at garage doors is cracked	General		3			Remove and replace with concrete	\$	3,000
EXTERIOR SUBTOTAL								\$	284,400
INTERIOR CONDITIONS									
A07	The concrete slab needs to be repaired/repoled	General		2			Epoxy fill cracks	\$	80,000
A08	Interior CMU or brick is spalling or mortar is in need of repointing	General			1		Patch, repair, or replace brick and repoint as necessary.	\$	75,000
A09	Sheet rock ceiling is failing at mezzanine	General			1		Patch, tape, prime, paint sheetrock	\$	2,000
A10	The mezzanine stairs and railing are not code compliant	General		2			Rebuild code compliant stairs and handrails	\$	5,000
A11	The entry room does not meet the required maneuvering clearances at manual swinging doors	413.6 (ADA) 1101.2 (IBC) ANSI 117.1		2			Reconfigure room to comply (enlarge)	\$	7,500
A12	Due to the size, restrooms do not meet accessibility requirements.	(B)1108.0 (ANSI A117.1) 603-606		2			Reconfigure the room to enlarge and provide the minimum dimensional requirements.	\$	25,000
A13	Some door hardware is not accessible. Knob handles require grasping and twisting.	4.13.9 (ADA) 404.2.6 (ANSI 117.1)		2			Remove door locksets and install new accessible lever handle locksets where designated.	\$	2,000
A14	Top of interior masonry wall is not supported at dock	General		2			Brace top of masonry wall	\$	2,500
INTERIOR SUBTOTAL								\$	199,000

PLUMBING/FIRE PROTECTION									
P01	Exterior gas piping surface corrosion is present	General	4				provide corrosion inhibitor and paint gas piping	\$ 1,000	
P02	The electric water heater does not have hot water recirculation	General				1	Provide domestic hot water recirculating pump and specialties	\$ 500	
P03	The current code-required thermal expansion tank and ASSE1017 mixing valve were not found	General				1	Provide mixing valve and expansion tank	\$ 2,000	
P04	Emergency Eyewash	OSHA				1	Water heater and mixing valve to provide tempered water to eyewash	\$ 9,000	
P05	The fixtures are either at the end or beyond their useful service life	General			2		Plumbing fixtures are included in architectural, see A12, provide misc. piping and piping insulation	\$ 2,000	
PLUMBING/FP SUBTOTAL								\$ 14,500	
MECHANICAL SYSTEMS									
M01	There is no exhaust provided in the toilet room.	General				1	provide new fan and associated ductwork	\$ 1,200	
M02	Replace sidewall mounted exhaust fan above worktable	General	4				provide new fan with associated duct and louver	\$ 3,500	
M03	Bay Area ventilation	IMC chapter 4				1	Provide active ventilation with CO/NO2 monitoring	\$ 25,000	
MECHANICAL SUBTOTAL								\$ 29,700	
ELECTRICAL SYSTEMS									
E1	Power Distribution System	General		3			Replacement of Distribution Panel	\$ 2,125	
E2	Power Receptacles	General		3			Replacement of power receptacles and associated conduits	\$ 11,000	
E3	New Mechanical Equip. Power	General		3			New mechanical equip. power connection	\$ 5,000	
E4	Generator	General		3			Cost for maintenance and testing	\$ 2,500	
E5	Lighting System	General		3			Replacement of light fixtures and associated controls	\$ 13,000	
E6	Emergency Light System	General				1	Provision of illuminated exit signs and emergency relays	\$ 3,100	
E7	Communication System	General	4				Provision of voice system	\$ 2,000	
E8	Fire Alarm System	General			2		Provision of a complete fire alarm system	\$ 8,000	
ELECTRICAL SUBTOTAL								\$ 46,725	
TOTAL ESTIMATED COSTS								\$ 84,475	

LEGEND PRIORITY - RANK

1	Urgent priority - These items should be corrected as soon as possible and most likely encompass code, health and life safety issues.
2	High priority - These items should be corrected within a reasonable amount of time after the highest priorities referenced above. These may be associated with high priority maintenance issues or accessibility issues for the physically challenged. Maintenance items have a remaining useful life from 1-3 years.
3	Moderate priority - These items may be associated with aesthetic or general maintenance issues. Remaining useful life of 3-5 years.
4	Low priority - These items include maintenance and aesthetic issues that are not in current need of replacement, but should continue to be monitored on a regular basis. These items typically have a remaining useful life of 5-10 years or greater.

**CROMWELL TOWN HALL SENIOR
CENTER, 19 COMMUNITY FIELD
ROAD & 20 JAMES MARTIN DRIVE
FEASIBILITY / SPACE NEEDS
STUDY**



Phase 1: Former Public Works Garages
Assessment Report

8/11/2021



SILVER / PETRUCCELLI ASSOCIATES



LANGAN

MHAIN

SECTION I – INTRODUCTION

Acknowledgements

Silver Petrucelli & Associates would like to thank the town of Cromwell for the opportunity to serve the town with the preparation of this study. We would also like to thank the participating members for their enthusiasm, helpfulness, and input.

Report Overview and Purpose

This report is the result of a study commissioned by the Town of Cromwell, to determine and assess the current conditions of 3 town garages in anticipation of future conversion to other town uses.

This report analyzes the current facilities and grounds regarding code compliance, accessibility (ADA), on-going and future maintenance needs, and recommendations or modifications for programmatic needs.

* The issues addressed in this report include the assessment of the current physical plant deficiencies at each station. The conditions include a broad range from building and fire code conformance, including accessibility and the Americans with Disabilities Act guidelines for barrier-free buildings (Title II ADA), health and life safety issues, mechanical, electrical, and plumbing system conditions, site, technology, and on-going and long-term maintenance issues. These concerns are addressed and are included in this report. The conditions are assigned a priority ranking and specific conceptual cost. This Capital Needs Assessment is the first tool to create a Master Plan.

* The code compliance effort has been undertaken to determine the relative compliance of the facility and grounds and their architectural, mechanical, plumbing, or electrical systems with the current building and life safety codes. The State of Connecticut's Building, Fire, and Health Codes as well as Federal OSHA and Americans with Disabilities Act (ADA) requirements are incorporated into the review of the facility. The Connecticut Fire Safety Code is the only retroactive and "immediately" enforceable code. The balance of the code conditions noted are "prescriptive" and apply to future projects with local and state authorities having jurisdiction. Should any of the code conformance or renovation work disturb existing hazardous materials or systems, the required abatement work would need to be performed.

This report was prepared by the architectural and engineering firm of Silver Petrucelli + Associates, Inc., (S/P+A) of Hamden Connecticut, a firm specializing in municipal programming, planning and design, feasibility analyses and building condition investigations including building envelope surveys, window and roof repair and replacements.

* Process

S/P+A gathered the information in this report through walk throughs of each station and associated discussions with various members of the department.

Architects, mechanical and electrical engineers conducted extensive on-site facility evaluations and investigations. Town records including many of the buildings floor plans and

construction documents were also reviewed.

This data was organized and appears in sections of this report in the form of building condition narratives and matrices detailing the specific code, repair or maintenance issues or deficiencies, with suggested recommendations including corrective actions, prioritization, and associated cost estimates.

Codes

The following is a list of the current building codes which are applicable for the State of Connecticut, and these codes were used as the basis for the code review for this study. Please note that not all these codes have been thoroughly reviewed for this study, but major codes with significant cost and life safety implications were reviewed.

State and Federal Codes

Current Building Codes

State of Connecticut

Effective October 1, 2018

2015 International Building Code

2009 ICC/ANSI A117.1 Accessible and Usable Buildings and Facilities

2015 International Existing Building Code

2015 International Plumbing Code

2015 International Mechanical Code

2015 International Energy Conservation Code

2017 NFPA 70, National Electrical Code, of the National Fire Protection Association Inc.

2015 International Residential Code of the International Code Council, Inc.

2010 Americans with Disabilities Act (ADA)

- Title I Employment
- Title II Government Facilities
- Title III Public Accommodations

As the codes are updated, they will affect the pertinence of the information contained in this report, and the facilities should be reviewed for the applicable changes in the codes, revising the report accordingly. Most importantly, the codes that are in effect at the time the building permits are obtained by a Contractor, are the ultimate determinant codes so changes in the codes and their adoption dates should be closely monitored and planned for.

The building was surveyed to determine compliance with current fire safety, building and health codes and regulations. Most areas of the buildings were investigated, and mechanical, plumbing, and electrical violations range from inaccessible (not ADA compliant) plumbing fixtures to inadequate combustion air provisions. The violations observed are noted within the document.

* This report is preliminary in nature and not a Construction Document but represents a reasonable accounting of most significant code challenges at this building. However, the definitive determination of code compliance lies in a set of construction documents ready for permitting with the local authorities, primarily the Building Official, Fire Marshal, 504/ADA Coordinator, and Regional Health Director.

Report Findings

- * This report identifies the individual needs of each of the three garages which will assist the town in determining how to continue with their current usage. Overall, many physical needs arose out of the facility needs assessment. All of the garages need some physical improvements and upgrades especially if converting to another use such as business or assembly.
- * If the town is planning on keeping these buildings, the recommendation herein is to proceed with focused improvements to all the buildings. The pedagogy existing today is beginning to "age in place" and cannot remain stagnant. These buildings need to be repaired, improved, brought up to code compliance, safety conformity and enhanced to meet the general standards. If conversion to another occupancy such as business or assembly, further work needs to be conducted to bring each building up to a higher level of standards including but not limited to code and the overall finish of these buildings.
- * These garages have not seen many improvements over the decades. There is a distinction in the age of these buildings regarding their needs. The Sewer garage is the oldest of the three garages. While the highway building is not quite as old, they both require extensive work to the exterior of the building envelope. Both have significant cracking in the slabs. However, the slab settlement issues at the Highway garage are more concerning and should be evaluated by a geotechnical engineer. Overall, they are generally in the poorest condition. All the buildings require some infrastructure and code upgrades no matter the future usage of each building.
- * Together these 3 garages have a rather large list of facility assessment needs. The buildings infrastructure needs significant improvements including its building systems. Many items date to the original construction and have outlived their life expectancy. Additionally, many Americans with Disabilities Act (ADA) and building code violations need to be rectified and finish upgrades are needed. To maintain current usage these items should be addressed. In order to convert these structures to a new use such as a Business or Assembly, further upgrades and renovations will need to occur.

**LIMITED DUE DILIGENCE HAZARDOUS BUILDING
MATERIALS VISUAL SURVEY REPORT AND
ABATEMENT COST ESTIMATE**

for

**Garage/Office Structures
Mechanics and Highway Department
20 James Martin Drive
(End of Community Field Road)
Sewer Department Building
19 Community Field Road
Cromwell, Connecticut 06416**

Prepared For:

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Building 2
Hamden, Connecticut 06518**

Prepared By:

**Langan CT, Inc.
555 Long Wharf Drive
New Haven, Connecticut 06511**


**Matthew A. Myers
Senior Project Manager**

**21 June 2021
140236401**

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to be removed/replaced during maintenance/renovation/demolition activities. The removal, handling, recycling, and disposal must be performed in accordance with applicable Federal, State, and local regulations.

6.0 MISCELLANEOUS ENVIRONMENTAL CONDITIONS

Visual observations noted that some areas of the buildings also have had oils, chemicals, liquids, etc. used for maintenance operations and visible floor/ground staining and floor drains/trenches are present. Should these building be repurposed and/or demolished, further environmental evaluation(s)/assessment(s), including possibly indoor air quality sampling, may be warranted given there is a potential for releases of contaminants to indoor air and to the subsurface.

7.0 ABATEMENT COST ESTIMATE

ACM or Presumed ACM	Estimated Quantity of ACM or Presumed ACM	Unit Price	Budgetary Estimate
Sewer Department Building – 19 Community Field Road			
Interior and Exterior Older Window and Door Caulking and Glazing Compounds (Visible in Some Locations, Assumed Behind Newer Caulking Compounds in Other Locations) (Assumed to be PCB Containing Bulk Product Waste Also)	Exterior and Interior – 12 Openings	\$300/Opening	\$3,600 Labor \$3,400 Disposal
Roof Field and Flashing Materials	Assumed Throughout Above Ceilings and Below Pitched Roof – Unknown - Estimate 3,200 Square Feet (SF)	\$12/SF	\$0 - \$38,400
Sheetrock/Taping Compounds	Garage above Garage Doors, Entry Area Room, Toilet Room and Adjacent Room, Loft – 600 Square Feet	\$12/SF	\$0 - \$7,200
Slate Blackboard/Wall Adhesives	Room Adjacent Entry Area Room – 16 Square Feet	\$2,250/One Containment	\$0 - \$2,250
Duct and Floor Caulking Compounds	Room Adjacent Entry Area Room and Garage Areas – Unknown Amount		\$0 - \$5,000

Fire Door Insulation	Doors - Unknown		\$0 - \$500
Visual Estimate Total			\$7,000 - \$60,350
Highway Department Garage Building – 20 James Martin Drive (End of Community Field Road)			
12"x12" Floor Tiles and Mastic	Throughout Loft – 600 Square Feet	\$10/SF	\$0 - \$6,000
Cove Base/Adhesive	First Floor Office and Throughout Loft – 200 Linear Feet (LF)	\$25/LF	\$0 - \$5,000
Sheetrock/Taping Compounds	First Floor Entry Room, Toilet Room and Office and Throughout Loft - 2,500 Square Feet	\$10/SF	\$0 - \$25,000
Interior/Exterior Window, Door, Door Window, Louver/Vent, Pipe, Shower Caulking and Glazing Compounds	Throughout – 23 Openings (Window/Door/Louver/Vent - Varying Sizes) and 25 Linear Feet	\$425/Opening \$50/LF	\$0 - \$11,025
Visual Estimate Total			\$0 - \$47,025
Mechanics Department Garage Building – 20 James Martin Drive (End of Community Field Road)			
12"x12" Floor Tiles and Mastic	Loft Bathroom – 100 Square Feet	\$2,500/One Containment	\$0 - \$2,500
Cove Base/Adhesive	Loft Bathroom – 40 Linear Feet	\$2,500/One Containment	\$0 - \$2,500
Sheetrock/Taping Compounds	Loft Areas - 750 Square Feet	\$5,000/One Containment	\$0 - \$5,000
Interior/Exterior Louver/Vent, Pipe, Shower, Hatch, Duct, Air Conditioning Unit Caulking Compounds	Throughout – 100 Linear Feet	\$35/LF	\$0 - \$3,500
Visual Estimate Total			\$0 - \$13,500
Estimated Total Abatement Budget Based on Visual Survey Only and Assumptions			\$7,000 - \$120,875

Additional survey(s) that include bulk sampling of building materials would be necessary to confirm the presence of asbestos and other regulated materials throughout the structures. This sampling could result in changes to these estimated abatement budgets depending on the findings/results. This estimate is based on the following core assumptions:

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CHAPTER _____ : RETAIL CANNABIS ESTABLISHMENTS

ARTICLE I: ORDINANCE LIMITING THE NUMBER OF CANNABIS ESTABLISHMENTS
THAT DISTRIBUTE CANNABIS PRODUCTS FOR RECREATIONAL AND MEDICAL USE

 - **Section 1. Authority**

This ordinance is adopted pursuant to General Statutes Section 7-148(c)(7)(H), as amended by Public Act 21-1 (June 2021 Special Session) which allows municipalities to regulate businesses in the Town of Cromwell in the interest of public health and safety.

 - **Section 2. Definitions**

For purposes of this Chapter, the Town of Cromwell adopts the definitions used in Public Act 21-1 (June 2021 Special Session), Public Act 22-70, Public Act 22-103, and General Statutes Sections 21a-408 and 21a-420, as the same may be amended from time to time.

 - **Section 3. Recreational and Medical Cannabis Retail Establishments**

A. There shall be no more than two (2) Cannabis Establishments that distribute any Cannabis Products for recreational use located within the Town of Cromwell, whether a Retailer or Hybrid Retailer establishment.

B. There shall be no more than one (1) Cannabis Establishment that distributes any Cannabis Products or Medical Marijuana Products for palliative or medical use located within the Town of Cromwell, whether a Dispensary Facility or Hybrid Retailer establishment.

C. Each Cannabis Establishment shall be subject to approval from the Town of Cromwell Planning and Zoning Commission in accordance with its regulations, as the same may be amended from time to time.

 - **Section 4. Effective Date**

This ordinance shall take effect thirty (30) days after publication of a summary of its provisions pursuant to Town of Cromwell Town Charter Article II, Section 2.11(b).

Effective date: _____.



Attachment F

CROMWELL CREATIVE DISTRICT

Town of Cromwell - Mayor's Office, Attn. Cromwell Creative District
41 West Street, Cromwell, CT 06416

www.cromwellcreativedistrict.org/ cromwellcreativedistrict@gmail.com



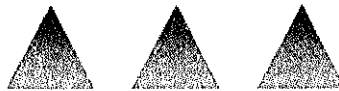
It is Scarecrow Season 2022



CCD is holding a contest for the town to vote on
The Best Fall Display for

TRICKED OUT SCARECROWS

October 16 - October 30



**Cromwell residents & visitors
will vote for their favorite
Business Display #inthedistrict**

WIN \$100

Raffle draw from all who vote for the winning display
three ways to vote

1. Social media: CCD's FB poll
2. ccdscarecrow@gmail.com
3. In person at Cromwell Town Hall entry

Rethink How You See Cromwell

Cromwell Creative District is a registered 501(c)3 nonprofit organization