

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

---

Tuesday, August 15, 2023 - 5:00 p.m.

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

**Also present:** Town Manager Salvatore

**A. CALL TO ORDER**

Mayor Fortenbach called the meeting to order at 5:04 p.m.

**B. NEW BUSINESS**

**1. ORGANIZATIONAL CULTURE ASSESSMENT WORKSHOP TO DISCUSS BERRYDUNN'S RECOMMENDATIONS**

Councilwoman Donohue explained the process in which the Council will prioritize their recommendations. She explained that the prioritizations will be divided into four categories: Do it now, Plan it, Delegate it and Forget it.

**Fiscal Transparency**

The following Items were added to the **Do It Now** Category:

**Notify residents of Budget Referendum via Emergency Notification System and notify Town Hall Staff via email of upcoming Referenda.**

*Discussion:*

- *We could use the Everbridge System that the Police Department uses*
- *We could have residents sign up online with their cell phone numbers*
- *We could have a training session or make a designated person available at Town Hall to show residents how to sign up*

The following items were added to the **Plan It** Category:

**Encourage Department Heads to explore ways to obtain input from their staff for the budget prior to budget submission and invite (not require) via invitation all department heads to attend the budget hearings.**

*Discussion:*

- *It was suggested to send an email with budget timelines to all town staff asking for their budget requests or project ideas for the next fiscal year*

- *It was clarified that the Town sends a memo with the budget timeline to all department heads*
- *It was suggested that department heads share the timeline with their staff and ask if they have any budget requests*

**Quarterly stakeholder meetings to bounce new ideas off each other and review potential benefits and costs.**

*Discussion:*

- *It was suggested that the Town Manager could hold a town-wide, all employee meeting quarterly via Zoom*
- *Department heads/directors could be asked to meet with their staff before all Department Head Staff Meetings are held so that way department heads can bring any questions or concerns to the meeting*

**Create an email address for concerns or ideas from Cromwell Residents.**

*Discussion:*

- *Who would monitor this email address and triage the emails to the proper departments?*
- *It was also mentioned that the residents use the Mayor and Town Manager's generic email addresses when they have questions or concerns so it might get tricky if there are more than one email address used for this purpose.*

## **Human Resources**

The following items were added to the **Do It Now** Category:

**IT Survey to understand Employee Needs. Look in to hiring a full-time Staff IT position or expand IT hours (explore during budget time).**

*Discussion:*

- *Ask Sondra from BerryDunn if there was a particular trend in the responses related to IT (responsiveness, capability, etc.)*
- *Ask IT company about the majority of the types of issues or complaints they receive from staff. This will help to better determine what the needs of staff are. Is it email? Internet? Equipment needed?*
- *The thought is if we pinpoint what the employees issues and needs are then we will know what to look for if and when we hire for an IT position or if we expand IT hours.*

**Assign new Council/elected officials ethics and sexual harassment training**

*Discussion:*

- The Town Council has an Ethics policy that they are requested to read and sign at the beginning of their term.
- The Town Manager informed the Council that it is a requirement under the State Statutes for elected officials to take sexual harassment training. He informed the Council that Human Resources sent the training via email last year to all elected officials.

**Have open office hours (and allow staff to attend – accommodate) to ask general questions and/or express concerns**

*Discussion:*

- Town Manager explained that Human Resources has an open door, appointments are available and his Senior Executive Assistant has an HR background as well and is available to help.
- It was recommended that the HR Generalist select a specific time per week at the Public Works Facility if any employees would like to meet with her

**Create a more isolated spot for HR Team**

*Discussion:*

- The Town Manager explained that the HR Generalist closes the door to her office if employees wish to meet with her privately and she often times will utilize the Mayor's office for a more private space.

The following items were added to the **Plan It** Category:

**Advise staff of training/education opportunities via email and have a published list of training/education opportunities for employees by department.**

*Discussion:*

- Have Department Heads and Staff along with HR make a list of trainings and education available to employees.
- Keep a list in the HR Department and on the shared drive for employees to access to see what type of training/education is out there even if it does not pertain to their position; they may want to take it on their own personal time to better themselves.

**Create a standard performance review process for all employees.**

*Discussion:*

- Town Manager explained that this is something that needs to be negotiated with the unions. We were able to get two (2) unions on board. We will be working on a standardized performance review process for all employees that are part of the unions that agreed to this.

The following items were added to the **Delegate It** Category:

**Create a full-time HR position**

*Discussion:*

- *As this position was taken out of the Charter several years ago, this is something that the Town Attorney will need to explore to make sure it does not violate the Town Charter.*

**Let employees create and/or add to their own job descriptions.**

*Discussion:*

- *Employees can discuss with their Supervisor or Town Manager their job descriptions however, employees cannot create and add to their job description on their own. There is a procedure in place. Job descriptions and job description changes have to be negotiated with the unions.*
- *It was suggested that a checklist or cheat sheet be made for developing and updating job descriptions.*

**Continue to work on process of setting policy and make all employees available to employees on Sharepoint.**

*Discussion:*

- *It was suggested that policies be updated periodically and when they are updated, email them to all employees.*
- *The Town Manager explained that when new policies are created or updated they are emailed to all employees and added to the Shared Drive for all employees to access.*
- *There was discussion about regularly updating or reviewing policies. The Town Manager said that we will be reviewing them every 3 years.*

The Town Council will hold another Special Meeting Workshop on Tuesday, September 5<sup>th</sup> at 5 p.m.

**C. ADJOURN**

**MOTION** made by J. Donohue and **SECONDED** by P. Luna to adjourn.  
**All in favor.**

The meeting adjourned at 6:38 p.m.

Respectfully submitted,



Amanda Calve  
Secretary