

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

Thursday, January 11, 2024 - 4:30 p.m.

Present: Mayor James Demetriades, Stacy Dabrowski, Jack Henehan, Paula Luna, Al Waters

Absent: Julia Aurigemma and Brian Bonneau

Also Present: Town Manager Salvatore, Recreation Director Scott Kieras, Human Services Director Amy Saada, and Public Works Director Lou Spina

A. CALL TO ORDER

Mayor Demetriades called the meeting to order at 4:56 p.m.

B. CITIZEN COMMENTS

None.

C. DEPARTMENT PRESENTATIONS

1. Recreation Department

Recreation Director Scott Kieras was in attendance to give an overview of the Recreation Department. The Department consists of three full time staff, a part time Secretary and Program Coordinator. The Recreation Department is responsible for offering quality programs, facility rentals, activities, programs, movies, camps, concerts and more.

Director Kieras explained to the Council that communication is important and is the reason he attends every concert and many of the movies at Pierson Park. He asks for feedback from attendees (how did we do? What can we do better?). He also asks for input from his staff and the Recreation Commission. He named a variety of programs offered but specifically mentioned that last year they implemented a volleyball program. It turned out to be very popular and the waitlist is double the size of the volleyball team.

Some of the goals he has for the Recreation Department include:

- To ensure we address issues in all facilities while working with the Town Manager and Public Works Director
- Alleviate water and drainage issues on the fields
- Seeking out more grants
- Continue to improve programs and add new ones
- Continue to work with the Parks Division to make the fields as useable as possible
- To make the Summer Camp more inclusive. He started the hiring process for paraprofessionals.

Director Kieras said he is very passionate about the town, has a great relationship with the Town Manager and will continue to learn, collaborate and do the best he can to offer quality recreation programs. He gave credit to Roseanne for doing a great job making it easy to locate and register for programs, activities and concerts.

The Council commended Director Kieras for the work his department does and the events and programs they offer.

2. Social Services (Senior Center, Human Services, Youth Services)

Human Services Director Amy Saada was in attendance to give an overview of what Social Services is responsible for and what they offer to the residents. She presented the attached information to the Council. See Attachment A.

There was a brief discussion regarding the Juvenile Review Board.

The Council thanked Human Services Director Saada for being very thorough and commended the mission, values and goals of the Department.

3. Public Works Department

Public Works Director Lou Spina was in attendance to give an overview of the Public Works Department responsibilities and services. He presented the attached information to the Town Council. See Attachment B. He informed the Council that some of his goals include:

- To offer more services to the residents as efficiently and fiscally responsible as we can
- To further relationships with the user groups in town
- To keep up the parks and field maintenance within the Parks Division
- To continue to work with other towns to share services and equipment


The Town Manager concluded the presentations by saying we having outstanding people that work for us. They think outside the box, they have great ideas. He gave kudos to the department heads for being proactive, energetic, and great leaders!

D. ADJOURN

MOTION made by J. Henehan and **SECONDED** by A. Waters to adjourn.
All in favor.

The meeting adjourned at 6:10 p.m.

Respectfully submitted,


Amanda M. Calve
Secretary



Cromwell Human Services

Helping our Families!





**Town of Cromwell
Human Services**
Helping Our Families

Senior Services

Social Services

Youth Services

**Senior & Disabled
Transportation**

Our Mission, Vision, & Values

Our Mission:

To strengthen our community by providing a coordinated system of services to individuals and families that promote health, safety, self sufficiency and independence.

Our Vision:

To improve the quality of life for those we serve.

Our Values:

- **Compassion:** We see each day as an opportunity to provide quality services that strengthen our communities by truly being compassionate, empathetic and understanding to those in which we serve.
- **Diversity, Equity and Inclusion:** We are committed to a culture where our differences are celebrated and those we serve are accepted, included and welcomed. We realize that our differences allow us to learn from each other and this makes for a stronger community.
- **Act with Integrity:** We build a foundation of trust with the public and people we serve by upholding strong ethical standards and respecting confidentiality.

Senior Services

Senior Services provides educational, social, leisure and recreational activities for senior citizens that are looking to have some fun, make new friends, and find socialization and stimulation to help maintain independence.



Cromwell Senior Center

Social Services

Social Services serves as a crucial link between local agencies and residents. The staff assists clients in completing a variety of assistance applications for different state, federal, and private programs and operates a food bank to serve those in need.



Town of Cromwell
Human Services

Helping Our Families

Youth Services

Youth Services provides services and programs for youth and their families that foster positive youth development, assist in social and emotional growth and support and promote healthy children, parents and families.

Cromwell
Youth
Services

Senior & Disabled Transportation

Senior & Disabled Transportation provides an essential service allowing people to participate in society. It impacts access to healthcare, essential goods & services, interactions with Friends & Family as well as a host of other needs.



Cromwell Senior Center
Senior & Disabled Transportation

Senior Services

Municipal Agent for the Elderly & Outreach Services

Serves as a resource center providing information and referrals to local services on topics such as Medicare, Housing, Energy Assistance, Benefits Check-Ups

Conducts home visits to assess needs, establish services such as homecare, meals on wheels, transportation

Meals/Nutrition

Daily Congregate Meal served onsite

Meals on Wheels Program delivered by volunteers

Monthly Lunch & Learn Events

Monthly Snack & Learn Events

Large Gatherings - outdoor concerts with dinner

Evening Events with music & dinner

Senior Center Activities

Staff produce a monthly 8 page newsletter of activities- some of which include:

- Educational Events
- Technology Training
- Art Classes
- Quilting Classes
- Billiards Group
- Bingo
- Table Tennis
- Card Playing
- Mahjongg
- Wii Bowling
- Movies
- Drama Club
- Trivia
- Trips
- Tax Clinic
- Medicare Seminars

Exercise

- Yoga
- Tai Chi
- Tai Ji Quan
- Arthritis Exercise
- Strength & Balance
- Pickelball
- Walking Club
- Table Tennis
- Golf League

Wellness

- Massage Therapy
- Reiki Therapy
- Wellness Nurse Blood Pressure Clinic
- Meditation
- Speakers on Wellness Topics: Physical Therapy, Occupational Therapy, Prescription Management, Chronic Disease management, nutrition and more!

Other

Volunteer Coordination & annual appreciation event

Staff development/trainings

Membership Meetings (CLASS/CASCP)

Kin Care Connection- monthly network for caregivers who are raising a relative's child.

Social Services

Application Assistance

Assists residents with program applications for those in need. Various programs available that may help with primary heat source, utility shut offs, and other emergency financial needs and food security.

- Connecticut Energy Assistance Program
- SNAP (food) Applications
- Renters Rebate Program
- Operation Fuel Program
- Utility Hardship Programs
- Match Payment, New Start, Low Income Discount Rates, Medical Protections

Food Bank

- Date check all donations
- Weigh all donations
- Document all monetary donations and weights
- Daily Temperature Logs
- Send thank you letters monthly
- Use software to document client usage
- Coordinate Food Drives
- Place orders with CTFood Share
- Pick up orders in Wallingford

Additional Programs

Back to School Program collaborating with Youth Services to offer back to school backpacks and supplies.

Summer Fresh Produce program in coordination with local farmers, Lions Club

Off Site Food Banks- manage and/or support offsite food banks- Schools, Police Department

Holiday Programs

Thanksgiving Food Basket Program

December Holiday Food Basket Program

April Holiday Food Basket Program

Holiday Adopt a Family Program

Social and Youth Services collaborates with community agencies though out the year on numerous different programs to help our low income families.

Other

Evictions: attend all evictions, post public notices; offer information and referral

ADA coordinator

Fair Housing Coordinator

Volunteer Coordination

Grant Writing/Reporting

Website Updates
Social Media Posts

Farmers Market Voucher Program

A few statistics: 26,136 pounds of food donated, 1,104 Energy Assistance Applications, 115 Renters Rebate Applications, 120 food items sold at the food bank.

Cromwell Restorative Youth Diversion

A program is a positive alternative to the juvenile justice system. CRYD designs diversion alternatives with youth and families that promote responsibility and accountability. CRYD utilizes a restorative practices framework and the team works collaboratively with youth and their families.

FY20 - CRYD Established with 3 cases

FY21 - 5 cases

FY22 - 4 cases

FY23 - 12 cases

FY24 - 9 cases and we still have six months left.

Service Review Team

To assist families with children who are struggling with emotional or behavioral issues in gaining access to community services or support.

The SRT meeting is a collaborative effort between area providers and families to create a service plan for children and their families.

FY20 - 2 cases

FY21 - 7 cases

FY22 - 3 cases

FY23 - 4 cases

FY24 - 5 cases and we still have six months left in the year.

Youth Services

Family Engagement

A variety of programs and activities are available throughout the year for youth and parents. Spending quality time together helps improve relationship dynamics, reduces stress, and improves mental health.

Plant Night, Paint Night,
Family Resource Expo

Kin Care Connection-
A support network for caregivers who are raising a relatives child.

Boards/

Community Engagement

CT Youth Services Bureau
Association Middlesex County
Chapter Representative - the region's official representative to the Board of Directors.

- Youth Advisory Board
- Diversity Equity and Inclusion Liaison
- LGBTQ+ Liaison
- Cromwell Prevention and Awareness Council
- CYSA Organizational Committee

Prevention/Education

A variety of programs and activities are available throughout the year for youth and parents/caregivers on substance use prevention, mental health education, and other trending topics.

Forums
Training & Webinars
Campaigns
Assemblies
Social Media
Billboards

Topics - Vaping,
underage drinking, online
gaming, human
trafficking

Other Services

- Volunteer Coordination
- Research & Assessment
- Diaper Bank
- Back to School Backpack Program
- Grant Writing/Reporting
- Warm the Children
- Advocacy
- Life Skills Workshops
- Babysitter Safety
- Home Alone Safety

A few statistics: 12 food pantries were supported by the Diaper Bank and 4,710 diapers were distributed in 2023.

Senior & Disabled Transportation

Where we go!

Medical/Dental
Appointments

Shopping/
Errands

Bank
Hair Salon

Socialization-
pick up and
bring to
senior center
events

Trips/Outings

We took 113 trips
on our buses with
499 attendees

82 attendees went
on one or more of
the 8 overnight
trips with
Friendship Tours

Responsibilities

Answer Phones/front
desk reception

Schedule Rides

Dispatch drivers

Prepared Daily Driver
Route sheets and drivers
weekly schedule

Makes daily reminder
calls for all appointments

Document all
maintenance records

Schedules all preventative
maintenance

Maintain records and
reports quarterly on
maintenance and repairs.

Grants

- Municipal State
Matching Grant -
annual application and
quarterly reporting
- Section 5310 Grant
annual application and
quarterly reporting on
all 5310 Vehicles

Must Report on the
following:

- Mileage and hours
operated for
all vehicles
- How many trips
- Destination purpose
- Senior or disabled
rider
- Ethnicity of all riders

A few statistics for 2023: 49,215 miles, 1330 Medical Appointments,
7,798 total rides!

Our Goals for Next Year!

Senior Center

1. Increase our outreach efforts by hosting 2 community outreach events
2. Increase volunteer base by hosting a volunteer recruitment event

Social Services

1. Expand food bank into all schools
2. Coordinate 2 food drives with ShopRite and Stop & Shop to support the new School Food pantries.

Youth Services

1. Organize four community trainings relating to substance abuse and mental health.
2. Collaborate with Cromwell Public Schools to plan and implement a youth assessment to identify barriers and needs addressing behavior health.

Senior & Disabled Transportation

1. Increase driver safety in older adults by offering 2 educational classes on safe driving
2. Increase outreach to educate the community on the benefits of public transportation holding 2 public events and creating social media outlets dedicated just to our transportation services.



Town of Cromwell

Department of Public Works

Town Council Presentation

January 11, 2024

Town of Cromwell

Public Works Department

Attachment B



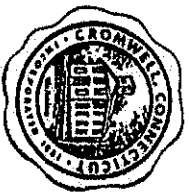
Overview



- Made up of the following divisions with coinciding budget numbers:
- Public Works Administration (#27)
- Engineering Division (#28)
- Solid Waste (#29)
- Highway (#30)
- Vehicle Maintenance (#31)
- Building Maintenance (#32)
- Parks & Grounds Maintenance (#33)
- Public Works General/Utilities (#34)
- Sewer Division (collections)

Town of Cromwell

Public Works Department



Public Works Administration

- 3 full time employees
- Responsible for all administrative programs, operations and functions of department.
- Responsible for all Health and Safety Programs & Training for all divisions.
- Handle labor relations including discipline, dispute resolution , contract negotiations, etc.
- Responsible for all department financials: budgets, purchase orders, procurement of goods and services, accounts receivables, etc.
- Manages street lights

Town of Cromwell

Public Works Department



Engineering



- 2 Fulltime Employees
- Oversight of major infrastructure improvement projects
- Provide technical expertise to town agencies and residents.
- Review proposed plans
- Surveying/layout for town improvements projects
- Responsible for town's MS4 storm water compliance
- Oversight of pavement management plan
- Review Planning & Zoning applications



Solid Waste Division



- 2 Fulltime employees
- Manages Transfer Station Operations
- DEEP reporting/compliance
- Leave composting program
- Budgeting of all solid waste supplement programs for residential curbside trash collection and property management associations.
- Coordinates town wide litter picking programs
- Curbside bulky waste collections (spring 2024)



Highway Division

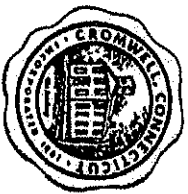


- 11 Full Time Employees
- Repair and Maintenance of all of town roads, storm drainage and Rights of Way
- Street Sweeping Program
- Catch Basin Cleaning Program
- Curbside Leaf Collection Program
- Christmas Tree Collection
- Snow Removal and De-Icing of roads
- Traffic Sign maintenance



Vehicle Maintenance

- 2 full time employees
- Responsible for and repairs and preventative maintenance for all town owned vehicles
- Fleet of approximately 115 plated vehicles
- Assist with purchase of new vehicles
- Assist with Surplus Vehicle Auctions



Building Maintenance



- 7 full time employees
- Responsible for maintenance of all town facilities and structures
- Coordinate Building Improvement Projects
- Do setups for all departments in Town Hall
- Responsible for order supplies
- Responsible for ordering fuel and maintaining fuel pumps.
- Oversight of maintenance contracts with vendors



Parks & Grounds Maintenance



- 4 full time employees, plus 3 seasonal
- Responsible for all outside maintenance of town owned parks, buildings and athletic fields (including BOE) , cemeteries.
- Supports Highway with leaf collection.
- Works closely with Board of Education maintaining their fields.
- Establishes working relationships with Recreation Department and user groups.
- Assist with snow removal



Public General/Utilities



Budgets for all utilities for all Town facilities. Including: Water, Sewer, Natural Gas, Oil, Electricity, and telephones.

Town of Cromwell

Public Works Department



Sewer Division



- 7 full time employees, 2 shared employees with Tax Collections (50%)
- Maintains 77 miles of Sanitary Sewer lines
- Maintains 5 pump stations
- Maintains 12 metering stations
- F.O.G. inspections



Questions???



Town of Cromwell

Public Works Department