

TOWN OF CROMWELL
TOWN COUNCIL
REGULAR MEETING
WEDNESDAY JANUARY 10, 2018
7:00 PM TOWN HALL ROOM 224/5

RECEIVED FOR FILING
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TOWN CLERK'S OFFICE
CROMWELL, CONN.

Jean C. Culp
TOWN CLERK

MINUTES

Present: Mayor E. Faienza, Deputy Mayor R. Newton, Councilors, F. Emanuele,
A. Waters, J. Demetriades, M. Johnson

Absent: S. Slade

Also Present: Town Manager A. Salvatore, Chief of Police D. LaMontagne, Town
Engineer/Acting Public Works Director J. Harriman, Director of Finance M. Sylvester,
Senior/Human Services A. Saada

A. CALL TO ORDER

Mayor Faienza called the Regular Meeting to order at 7:34 p.m.

B. PLEDGE OF ALLEGIANCE

A. Waters led the Pledge of Allegiance

C. APPROVAL OF AGENDA

Town Manager Salvatore requested removal of item M-1.

Motion made by R. Newton seconded by F. Emanuele and *unanimously carried* to
amend the agenda by removing item M-1.

Motion made by R. Newton seconded by F. Emanuele and *unanimously carried*
to approve the agenda as amended.

D. COMMISSION CHAIRMAN REPORTS/LIASON REPORT

Board of Education liaison P. Sousa presented an update on recent Board of
Education activities and events.

E. CITIZEN COMMENTS

None

F. MAYOR'S REPORT

Mayor Faienza reported:

- A Public Forum will be held in the near future.
- The Business Visitations will resume.
- Cromwell's financial outlook is in good shape due to careful budgeting and
spending practices.

- The Cromwell Division will be meeting tomorrow morning at the Mattabassett Districts Offices.

G. TOWN MANAGER'S REPORT

Town Manager Salvatore reported:

- The Refunding is completed; He gave kudos to Finance Director Sylvester and her team for the outstanding work they did to bring this project to a close.
- A Staff Meeting was held regarding the 18/19 Budget. Staff has until the end of the month to submit their budget requests.
- Next Tuesday he will be attending the Rocky Hill Council Meeting regarding County Line Drive.
- An attempt to install an ice-skating rink in Pierson Park was not successful. They will be looking to locate one on Willowbrook Road Pond.
- The reason the Cromwell Landing item was removed from the agenda is DEEP wants us to do a study regarding dragonflies, a frog and mussels in the area. Work will not be allowed during breeding season.
- The Recreation Director resigned due to personal reasons. He is in the process of filling the position.
- The Human Resources Co-coordinator part time position should be filled in the near future.
- Asked for the consensus of the Council to move forward to negotiate the purchase of land in Downtown Cromwell that we are now leasing. The consensus of the Council was to move forward and bring the information back to them. It was suggested that the manager should look into to purchasing an adjacent building as well.

H. CHIEF OF POLICE'S REPORT

Chief LaMontagne reported:

- The Monthly Incident Report was distributed for December.
- It was a quiet holiday season; the cold kept the criminal element inside.
- Extra patrols were assigned to the shopping centers for the Holiday Season.
- Officer Alicia is back in the schools as a School Resource Officer.
- On December 14th extra patrols were assigned for DUI Enforcement.
- Starting in February Officer Perlino will be assigned to day shift for motor vehicle enforcement.
- They are in the process of enforcing removal of snow from the sidewalks.
- Detective Bialko did an exceptional job with a two month investigation regarding a stolen credit card.

I. PUBLIC WORK DIRECTOR'S REPORT

Acting Public Works Director J. Harriman reported:

- Town Manager Salvatore advised the Council that Jon Harriman is doing an excellent job filling in as Acting Public Works Director.
- The Library Project will now go into the design phase and to P&Z for permits.

- The Willowbrook Road project is in winter shut down.
- Updated the Council regarding Coles Road and the North Road Extension Projects.
- The Christmas tree pickup was halted because of the snow storm and will resume.
- He checked with the DEEP regarding a possible ice skating rink on Willowbrook Pond. It is under review but they feel that it is a feasible project.
- DEEP is reviewing the Cromwell Landing Project.

J. FINANCIAL

1. Distribution 2018/19 Budget time line.

2. Set dates and times for 2018-19 Budget workshops.

Motion made by J. Demetriades seconded by A. Waters and *unanimously carried* to authorize Mayor Faienza to set the dates and times for the Budget Workshops.

3. Authorize Mayor to set date/time for public hearing on the Capital Improvement Program.

Motion made by R. Newton seconded by A. Waters and *unanimously carried* to set date and time for a public hearing on the Capital Improvement Program.

4. Discussion and action to appoint audit firm for June 30, 2018 audit.

Finance Director M. Sylvester presented the item. Our current firm's pricing is competitive with the market and she is satisfied with their performance. Ms. Sylvester recommended that RSM be reappointed.

A short discussion followed.

Motion made by R. Newton seconded by F. Emanuele and *unanimously carried* to reappoint RSM for the June 30, 2018 audit.

5. Tax Refunds

Motion made by A. Waters seconded by J. Demetriades and *unanimously carried* to approve tax refunds 1 - 10.

K. FINANCE DIRECTOR'S REPORT

1. Budget Reports covered through the end of December. Everything is in line and there are no concerns at this time.

- The recent snow storms will impact the Public Works Budget but it is manageable so far.
- Tax Collections are coming in strong; so far the collections are 70% over budget.
- The Supplemental bills went out for automobiles.

- An overview of the refunding was presented; the cost of borrowing came in at 2.2% which is excellent and will result in approximately an annual savings of \$450,000.

L. STAFF REPORTS

None

M. NEW BUSINESS

1. ~~Discussion and possible action to appropriate funds within CNR for Cromwell Landing Parks Project.~~
Item was removed from the agenda.
2. Discussion and action on:
 - a. Youth Services Administrator Job Description
 - b. Director of Recreation Job Description
 - c. Senior Center and Human Services Job Description

Town Manager Salvatore presented the topic. The purpose of this reorganization is to remove Youth Services from under the direction of the Recreation Director and return it to under the direction of the Human Services Director.

Minor revisions are necessary in the Director of Recreation and the Youth Services job descriptions to make the change. No revisions will be necessary for the Senior Center and Human Services Job Description because at the time of the last reorganization the Youth Services was not removed from the Senior/Human Services job description.

Town Manager Salvatore proposed to lower the Recreation Director's pay rate that was given when the Youth position was assigned to Recreation to E-3. No wage adjustment is necessary for the Human Services Director because when the Youth position was assigned to Recreation the salary was not reduced.

*Mayor Faienza called for a short recess at 8:50 p.m.
The meeting was called back to order at 8:55 p.m.*

- a. Youth Services Administrator Job Description.
Motion made by J. Demetriades seconded by F. Emanuele and *unanimously carried* to approved revising the Youth Services Administrator's Job Description as presented with the notation that the revisions were approved by the Town Council on January 10, 2018.

- b. Director of Recreation Job Description
Motion made by F. Emanuele seconded by J. Demetriades and *unanimously carried* to approve revising the Director of Recreation's Job Description as presented with the notation that the revisions were approved by the Town Council on January 10, 2018.

- c. Senior Center and Human Services Job Description
No action necessary

3. Presentation of Town Manager's 2018 Goals and Objectives.

F. Emanuele -

- Continue to pursue H/R position
- Keep the legal costs down
- Continue working with the Town Planner to improve the Downtown and Riverfront
- Look for potential increases in our revenue
- Improve communications with our town people
- Have a master plan for buildings and infrastructure

R. Newton -

- Continue to enhance the budget process
- More explanation from Department Heads on how they achieved the new goals that they set for themselves
- Understand that the H/R position may become more than just a part time position
- Find ways to better utilize the building space in Town Hall
- Continue to make the budget a living document

J. Demetriades -

- Protect services for people with disabilities and look for more opportunities for them
- Find ways to bring the millennials back to work and live in Cromwell
- Ensure that all plans and proposals are fiscally responsible

A. Waters -

- Curtain a lot of this spending and be fiscally responsible

M. Johnson

- Seek out commercial developers and look to fill empty store fronts in Cromwell
- Continue with Economic Development opportunities

E. Faienza

- Continue to seek out commercial developers
- Continue with Economic Development opportunities
- Present a responsible fiscal budget
- Work on Sidewalk improvements
- Continue efforts to improve our town
- Thanked Town Manager Salvatore for his efforts

N. APPROVAL OF MINUTES

1. Regular Meeting, December 13, 2017

Motion made by R. Newton seconded by F. Emanuele and *unanimously carried* to correct a misspelling under J.

Motion made by R. Newton seconded by F. Emanuele and *unanimously carried* to approve the minutes as corrected.

2. Special Meeting, December 28, 2017

Motion made by A. Waters seconded by J. Demetriades and *carried* to approve the minutes.

Aye: M. Johnson, A. Waters, J. Demetriades, E. Faienza, R. Newton

Abstained: F. Emanuele (he was unable to attend this meeting)

O. APPOINTMENTS

1. Town Historian

a. Richard Donohue

Motion made by R. Newton seconded by A. Waters and *unanimously carried* to appoint Richard Donohue as Town Historian.

P. TOWN COUNCIL COMMISSION LIAISON REPORTS

M. Johnson - P&Z & Redevelopment

A. Waters -Historical Society

J. Demetriades -P&Z

Q. ADJOURNMENT

Motion made by R. Newton seconded by F. Emanuele and *unanimously carried* to adjourn the Regular Meeting at 9:45 p.m.

Respectfully submitted,



Re Matus
Secretary

Incident Statistics Report

12/01/2017 00:00 Thru 12/31/2017 23:59

Call Type Description	Total for Period
911 Hang Up Call	12
Administrative Matter	9
Alarm - All types	20
ALARM-FALSE BILLABLE	37
All Other Offenses	1
Animal Complaint	21
Assault, Simple	1
Assist Motorist	22
Assist Other Agency	32
Car Seat Installation	2
Civil Matter	3
Counterfeit/Forgery	1
Criminal Mischief / Vandalism	5
Domestic Incident	7
Drug/Narcotic Violation	1
DUI	7
Dumping	1
Escort	4
Fight/Disturbance	2
Fingerprinting	15
FV Protocol / P.A.	11
Harrassing Phone Calls	1
Identity Theft	3
Impaired / Intox Person	1
Juvenile Incident	4
K-9 Assist	2
Larceny - From MV	5
Larceny -Shoplifting	6
Larceny, Bad Checks	1
Larceny- Other	2
Medical Emergency	48
MV Accident	40
MV Abandoned	1
MV Parking Violation	12
MV Theft	2
MV Violation	138
MVA NR PRIV PROP	13
Noise Complaint	6
Nursing Home Fax Report	2

Incident Statistics Report

12/01/2017 00:00 Thru 12/31/2017 23:59

Call Type Description	Total for Period
Possession of Stolen Property	1
Prescription Forgery	2
Property Check	92
Property Lost/Found	8
Record Only Call	9
Road Cond/TCS Out	22
Runaway	2
See Complainant	27
Suspicious Activity	56
TEST CALL	2
Threaten/Harass/Intimidation	2
Town Ordinance	8
Traffic Assignment	7
Trespassing	1
Unfounded Complaint	5
Untimely Death	2
Unwanted Person	4
Well Being Check	16
Total:	767

TOWN OF CROMWELL

MEMORANDUM

TO: ANTHONY SALVATORE

DATE: DECEMBER 31, 2017

CC: MAYOR ENZO FAIENZA

FROM: MARIANNE SYLVESTER

RE: 2018-2019 BUDGET TIME FRAME

Presented below is the time frame for the upcoming budget process. It takes into account Charter requirements, legal notice requirements, preparation time, holidays, regular meeting schedules, etc. It is based on the Annual Budget Referendum being held on the first Tuesday in May.

<u>ACTIVITY</u>	<u>TIME FRAME</u>
Dept. Requests to Town Manager (Submitted to Finance for compilation by Jan. 26 th prior to going to Town Manager)	February 1 st (Charter)
Town Council -- Set workshop dates (Tentatively scheduled -- 1 st /2 nd week in March)	Regular February 14 th meeting
Board of Finance--Set Hearing Dates	Regular February 23 rd meeting
Town Council -- Finish Work	By March 14 th (time constraint)
Town Council budget to Board of Finance	Regular March 22 nd meeting (Charter)
Board of Ed. budget to Board of Finance	Regular March 22 nd meeting (Charter)
Earliest possible Public Hearing	March 29 th - Monday
Last Possible Hearing	April 12 th - Thursday (Charter)
Board of Finance--Finish Work	April 21 st - (time constraint or 10 days after hearing - Charter) (Reg Mtg -- April 26 th)
Annual Budget Referendum	May 1 st -- 1 st Tuesday in May

NOTE 1: Other dates to remember:

Feb. 19 Presidents Day
Feb. 22 Board of Finance Meeting
March 13 Board of Education Meeting
March 14 Town Council Meeting
March 22 Board of Finance Meeting
March 27 Board of Education Meeting
March 30 Good Friday

April 9-13 School Vacation
April 11 Town Council Meeting
April 17 Board of Education Meeting
April 26 Board of Finance Meeting