

# CROMWELL



## 2013/14 Annual Report

Produced by the Office of the Town Manager





## **WELCOME TO CROMWELL**

### **Form of Government**

Cromwell's municipal government operates under a Town Charter. Effective with the general election held in November 2013, the Town changed to a Town Council/Town Manager form of government

The legislative power of the town is vested in a combination of a Mayor and the six member Town Council, with a Board of Finance responsible for presenting fiscal operating budgets for Referendum approval.

### **Town Profile**

The Town comprises 13.5 square miles in the approximate geographical center of the State. It is 14 miles south of Hartford and 28 miles northeast of New Haven. The Connecticut River forms the eastern boundary of the Town.

A major north/south highway, Interstate 91, with two Cromwell exits, runs through the Town. The Central Connecticut Expressway (Route 9), opened at the end of 1989, enhances the Town's location as it connects I-95 in Old Saybrook, I-91 in Cromwell and I-84, the State's major east/west highway in New Britain.

The Town Government provides a full range of municipal services including public safety (Police Department, animal control, and civil defense), public works (roadways, building and grounds, solid waste management, engineering, motor pool and building inspections), health, sanitation, wetlands protection and zoning compliance, senior citizens, youth services, social services, recreation, library, education and schools and general government administrative services.

The Cromwell Fire District, under a separate government entity provides fire, ambulance and water services.

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## 2013-2014 Report from Enzo Faienza, Mayor

Dear Residents of Cromwell: Once again I want to express how honored I am to serve as the first Mayor for the Town of Cromwell. This past November was an historic election as we changed forms of government from our past form of First Selectman, Board of Selectman to a Mayor, Council, Manager Form. This historic Charter change was a result of you the voters, who overwhelmingly voted for this change in the 2011 Municipal Election.

I would like to report as of now the transition has been smooth and we are seeing the benefits of having a professional Town Manager run the day to day operations of the town. I'm honored to work with our Town Manager Mr. Jonathan Sistare who is a true professional who understands what it takes to run a municipal government. As Mayor, I work on policy and creating legislation with the council. We set the vision and the tone for the future of Cromwell, and Jon helps the Council execute that vision with his insight and professional experience.

When the budget process began for the 2014-2015 fiscal year, Jon took the time to ask the Council what we would like to see. An increase in any taxes is always a major concern of the Council. We asked Jon to please look at ways we can save and be creative with our budget without cutting any of the essential services to our citizens. We did just that, and I'm proud to say that our budget for the 2014-2015 fiscal year is lean and was only \$14,000 more than last years budget. When you are dealing with a \$44 million dollar budget that is basically a zero increase. As we move forward into the future we will continue to look to improve and find ways to reduce taxes for our citizens as we know this is one of the most important things for you.

One of my top priorities when I took office was to help with our Economic Development in town. The Northern Tier Business Park in which we were awarded grant money from the State was a priority to move forward. We need to have County Line Road widened and brought to compliance and I'm proud to report that the reconstruction of County Line Road is out to bid and we will begin construction this Fall or early Spring of 2015. The goal is to eventually connect County Line with Commerce and have a thriving Business Park as our gateway into Cromwell on Shunpike Road.

Another economic initiative I took was setting up business visitations in town. I want our existing businesses to know how important they are to the Town. With the help of our Economic Development Coordinator Stuart Popper, members of the Council and myself have been visiting businesses at least several times a month. It has been a great experience as we are able to get feedback on what we are doing right as a town, and what we can possibly improve on to help our businesses in town.

I know the struggles many of downtown businesses are facing and I have been working with Jon and Stuart to find ways to help them. One of my goals and visions for the future is to have a thriving Downtown Riverfront. I'm working on concepts and ideas for our riverfront and I



hope to bring some of them to the Council in the upcoming year. It is vital that we have a thriving Downtown Riverfront for our businesses and residents.

As we work to help our existing business in town we have also been very fortunate to have many new business open in town. In my eight months in office I have been very fortunate to attend many grand openings of new businesses in town. Cromwell is the Crossroads of Connecticut with easy access to all the major highways and this is a very attractive point for businesses wanting to come to Cromwell. I will continue to work hard for responsible economic growth in our town so we can grow our business tax base and bring relief to our residents.

Another one of my priorities was to strengthen our relationship with the Board of Education and tighten up our lines of communication. I'm proud to say that with the help of Dr. Talty, our Superintendent of Schools, and Board of Education Chairman, Mike Camilleri, we have begun that. We have put together our First Arts Community Task Force. This will be a way and opportunity for our residents to find things they like to do within the arts and share them with our community. For example a movie and dinner under the moonlight, a pottery or craft event, concerts, art shows, historical events, painting or how to seminars for those aspiring artists that need a lift. We are very excited for this and I'm looking forward to see what concepts the Task Force comes up with.

We are also working on putting together a Facilities Task Force as we will look to see where we can find better ways of sharing resources together. We want community involvement and ideas from our residents. We will be looking to find better ways of pooling and sharing our resources between the Board of Education and the Town.

Many of the parents in town reached out to me in the early spring and expressed concerns about the lack of parking at the Woodside Intermediate School ball fields. I went to look one afternoon with one of the parents and realized that you had to park far away from the fields and walk down a hill to get there, and then back up to get to your car. This is a problem for some of our seniors, or for those who may have trouble walking. Therefore, I asked our Town Manger and Jon Harriman our Town Engineer to please take a look and see what we can do to help our residents. I'm happy to report that we will be building a 30 car parking lot right by the fields with the entrance and exit on Woodside Road.

In conclusion, I'm proud to report the progress we have been making in the past eight months. We have a lot more work to do and I will continue to work hard to make Cromwell the best it can be. I will help lead us into the future and I will always look out for the best interest of our residents as we strive to achieve greatness. I will always be your link, your eyes and voice. Your concerns are mine, and I look forward to our future as I know we have many great days and years upon us.



## ELECTED OFFICIALS

### GOVERNOR

#### Dannel P. Malloy (R)

210 Capitol Avenue, Hartford CT 06106  
Tel: (860) 566-4840 TDD: (860) 524-7397  
Toll Free: (800) 406-1527 Fax: (860) 524-7395

### UNITED STATES SENATE

#### Richard Blumenthal (D)

90 State House Square 10<sup>th</sup> Floor  
Hartford, CT 06103  
Tel: (860) 258-6940 Fax: (860) 258-6958  
[www.blumenthal.senate.gov/contact](http://www.blumenthal.senate.gov/contact)

#### Christopher Murphy (D)

One Constitution Plaza, 7<sup>th</sup> Floor  
Hartford, CT 06103  
Tel: (860) 549-8463 Fax: (860) 524-5091  
[www.murphy.senate.gov/contact](http://www.murphy.senate.gov/contact)

### 1<sup>ST</sup> DISTRICT

#### John B. Larson (D)

221 Main Street, Hartford CT 06106  
Tel: (860) 278-8888 Fax: (860) 278-2111  
[www.house.gov/Larson](http://www.house.gov/Larson)

### STATE SENATOR 9<sup>TH</sup> DISTRICT

#### Paul R. Doyle (D)

Legislative Office Building Room 3500  
Hartford, CT 06013  
Tel: (860) 240-0475  
[paul.doyle@cga.ct.gov](mailto:paul.doyle@cga.ct.gov)

### STATE LEGISLATOR 32<sup>ND</sup> District

#### Christie Carpino

Legislative Office Building Room 4200  
Hartford, CT 06103  
Tel: (860) 240-8700  
[christie.carpino@housegop.ct.gov](mailto:christie.carpino@housegop.ct.gov)

## OTHER ELECTED BOARDS & COMMISSIONS

### MAYOR

Enzo Faenza

### TOWN COUNCIL

Richard Newton  
Al Waters  
Allan Spotts  
Frank Emanuele  
Mertie Terry  
Shirley Banic

### BOARD OF EDUCATION

Jeffrey Matrullo  
Julie Fitts Ritter  
Paul M. Sousa  
Michael J. Camilleri  
Jay V. Fletcher  
Christine Trousdale  
Gaia McDermott  
Lauren Griffin  
Phil Gagnon

### TOWN CLERK

Darlene DiProto

### TAX COLLECTOR

Douglas Sienna

### BOARD OF FINANCE

Joseph Corlis  
Ed Widders  
John Henahan  
Bob Milardo  
Amanda Drew  
Julius Neto

### BOARD OF APPEALS

Timothy Connelly  
Roy Rowland  
Tony Gagnon

### REGISTRAR OF VOTERS

Linda Duren (D)  
Bonnie Anderson (R)

### PLANNING & ZONING

Michael Cannata  
Paul Cordone  
Ken Rozich  
Alice Kelly  
Chris Cambareri  
Brian Dufresne  
Richie Waters  
Nicholas Demetriades  
Joseph Garafalo

### ZONING BOARD OF APPEALS

John Keithan  
Joseph R. Morin  
Kimberley H. Enowitch  
Samantha Cahill Slade  
David Ricard

## REPORT OF THE TOWN MANAGER

Jonathan B. Sistare

It is an honor to be the first Town Manager in Cromwell, and be able to submit this report to the residents of this very lovely town. My very first impression of Cromwell was when I walked into the lobby area of the Town Hall and saw one of the nicest town halls I have ever visited. From that very first impression, it was very clear to me that the residents of Cromwell care deeply about their town, and have a great deal of pride in it. First impressions go a long way.

After a few weeks on the job in November 2013, I could see that my first impression was quite accurate. In those first few weeks, I had the opportunity to meet many residents, business owners, and employees. I felt very welcomed by all, and could see the sense of pride in the community from the residents and business owners, and the sense of pride and professionalism on the part of the employees whom I am now proud to call my fellow town employees.

I have worked in three other towns in my career as a Town Manager, and it was not long into my employment here that I could tell that the Town had a great group of employees who all were dedicated to their jobs, and concerned about doing what is right and what is in the best interests of the Town as a whole.

My first efforts were to make myself available to members of the newly created and elected Town Council, and to the employees of the Town to demonstrate to them that a Town Manager form of government has its benefits. As a Town Manager my priority is to assist the Council in setting policy for the Town government, and then with the help of my fellow employees, to carry out the Council's policy directives. I also tried to instill a set of values for all employees to follow as they go about their duties working for the residents and visitors of Cromwell.

My next task after spending time getting to know the Town, the Council and the employees, was to review the budget proposals for the upcoming year 2014-15. There were a few areas where I could make an immediate impact such as a reduction in legal fees, bringing our Economic Development efforts in-house, and reviewing our property and liability insurance options. As I get to know the Town and its operations, I will have a better handle on the budget for the 2015-16 year, and hope to find additional savings for the taxpayers.

As the 2014-15 year ensues, I hope to work with the Council and town staff to find innovative ideas and efficiencies for improving Town services and making them more cost-efficient if possible. Part of my responsibility as your Town Manager is to ensure that all the services provided to the Town's residents are done in a manner that achieves the intended goal of the service, and to do it in the most efficient manner possible. I take that responsibility, and my other responsibilities, very seriously. The residents and the taxpayers of Cromwell deserve nothing less, and have the right to expect that all town employees will do their jobs as best they can on your behalf. If you have any questions or concerns, never hesitate to contact my office and we will provide an answer to you as quickly as possible.

I would like to thank the Town Council for giving me this opportunity to work as your first Town Manager. And, I would like to thank all the support staff and employees of the Town who all work together to make Cromwell a wonderful town in which to live and work.



## CALENDAR OF EVENTS

JULY 2014: \*First Installment of Taxes Due \* July 4<sup>th</sup> Town Hall Closed Independence Day

AUGUST 2014:

SEPTEMBER 2014: \* September 1<sup>st</sup> Town Hall Closed Labor Day \*30<sup>th</sup> Deadline to file DD214 for Veteran's Exemption

OCTOBER 2014:\* Sewer Assessment Payment Due \*1<sup>st</sup> Energy Assistance Filing Period Begins  
\*Reminder No leaves in Street

NOVEMBER 2014: \*November 11<sup>th</sup> Town Hall Closed Veteran's Day \*November 27 & 28 Town Hall Closed Thanksgiving Holiday \*Winter Parking Ban in Effect November 15<sup>th</sup>  
\*Election Day 1<sup>st</sup> Tuesday \*

DECEMBER 2014:\* December 24<sup>th</sup> & 25<sup>th</sup> Town Hall Closed Christmas Holiday  
\*Winter Parking Ban in Effect

JANUARY 2015: \*2<sup>nd</sup> Installment of Taxes Due \*Winter Parking Ban in Effect

FEBRUARY 2015: \*Winter Parking Ban in Effect

MARCH 2015: \*Town Council Budget Workshops (dates to be determined)  
\*Winter Parking Ban in Effect

APRIL 2015: \*Winter Parking Ban until April 15 \*Board of Finance Public Hearing & Budget Workshops (dates to be determined)

MAY 2015: \*Rental Rebate Filing Period Begins \*Budget Referendum 1<sup>st</sup> Tuesday  
12 noon - 8 p.m. -Cromwell High School \*

JUNE 2015: \*Dog Licenses Renewal Month

- \*Town Council Meetings - 2<sup>nd</sup> Wednesday- 7 p.m.- Room 224/5
- \*Board of Finance -4<sup>th</sup> Thursday - 7 p.m. -Room 224/5
- \*Conservation Commission -2<sup>nd</sup> Monday- 7 p.m.- Room 224/5
- \*Planning & Zoning Commission -1<sup>st</sup> & 3<sup>rd</sup> Tuesday -7 p.m. -Room 224/5
- \*Inland Wetlands - 1<sup>st</sup> Wednesday -7 p.m.-Room 224/5
- \*Water Pollution Control Authority -2<sup>nd</sup> Monday -7 p.m. -Room 224/5
- \*Zoning Board of Appeals -2<sup>nd</sup> Tuesday - 6 p.m. -Room 224/5
- \*Economic Development Commission -3<sup>rd</sup> Thursday -6:30 -Room 224/5
- \*Library Commission -2<sup>nd</sup> Monday -7:30 - Arch Room
- \*Recreation Commission -1<sup>st</sup> Thursday -7:00 -Recreation Office
- \*Senior Services Commission -2<sup>nd</sup> Monday -10:30 a.m. -Arch Room

## CROMWELL BELDEN PUBLIC LIBRARY

### ***Message from the Library Director***

Fiscal year 2013-2014 was a proud one for the Cromwell Belden Public Library. A record number of library users enriched their lives and attended programs. Despite a budget cut for the year, we maintained a stable service level and managed to offer some new services as well. Through ingenuity, tenacity and sharing our strengths, we also maintained a six-day schedule from September to June. The library continued to advance in information technology that will serve our consumers for years to come. We left our outdated Integrated Library System and migrated to a state of the art new system in June of 2014. It took 18 months of work to reach the new system on June 2, 2014.

As the importance of the library as the community's *third space* grows, (not home or work) we continue to fulfill our mission. We are setting the stage for our customers of all ages to continue an active and electronically relevant future.

Cromwell's library focuses on information, access to materials in many formats and excellent customer service. These goals place us in a unique position to serve the growing and evolving needs of the people here in Cromwell. I thank our town manager, elected officials, customers, library commission, friends of the library and other volunteers. I most sincerely thank our very professional and hard working staff.

### **In fiscal year 2013-2014**

- More than 101, 770 books and media items were circulated
- 2800 "books" were downloaded from the library's on-line audio & ebooks collections
- Over 5500 items were placed on reserve by patrons themselves, or Inter-loaned by our staff for patrons from our own network.
- There were nearly 6,000 active Cromwell patron borrowers
- We owned more than 84,000 items in our own library collection
- Subscribed to 12 databases including two new databases for children featuring both fiction and non-fiction ebooks for children.

### **PROGRAMS:**

#### **ADULT: Coordinated by Terry Crescimanno**

- Friday Night Adult Knit & Handwork Group
- Classic Movie Matinees
- Wednesday Travel Films
- Musical events
- Author Events
- Art Receptions and Special Book Displays

#### **TEEN: Coordinated by Eileen Branciforte**

- A "Teen *Spark* a Change" group started up with the idea of making small changes for the betterment of the community
- The goal of LITERACY was chosen as the focus of work by the teen group



- A first Teen Tag Sale was held and profits were shared with the Middletown Rotary Club for their next literacy project with the Cromwell Belden Public Library
- A teen *BOOKCHAT* was held for John Green's popular teen read: *The Fault in Our Stars*.

#### **CHILDREN: Coordinated by Lois Meltzer**

- Babytime with Miss Emily
- (5) Story Times with Lois Meltzer
- Toddler Time with Lois Meltzer
- Story and Craft with Mr. Jim
- Crafts for Special Days such as Mother's Day story/ gift making
- Computer Training / Google tips (ages 8-14)

#### **FRIENDS OF THE LIBRARY:**

- Funded a Museum Pass Program for our patrons to visit the Arts for free or at a reduced rate.
- Funded a comedic poetry program for adults held in the Senior Center and raised funds to pay for six months of regular programs for children.
- Fundraised with two used book sales and a tea cup auction at our regular holiday concert program
- Symbolically Adopted twin tiger cubs from the World Wildlife Federation
- Funded other nature programs for children

#### **OUTREACH /PUBLIC LIBRARY COOPERATION:** took place with these groups:

- The Cromwell Division of the Chamber of Commerce
- The Cromwell Downtown Merchant Association worked on these events  
Events: Halloween, Winter Holiday and Spring Auto Show
- The Cromwell School System at the direction of Dr. Paula Talty
- The Town-wide Art Task Force now called Cromwell Arts Alliance
- Cromwell Pre-Schools and Daycares
- The Middletown Rotary Club with a **ONE BOOK Community Read**

#### **AUTOMATION:**

- We added three libraries to Library Connection, Inc. to keep our costs lower as we migrated to a new Integrated Library System vendor. The new system is by INNOVATIVE INTERFACES INC. It is the same vendor the library consortium to our south and other Middlesex County libraries utilize. Funding for the new up to date system was completely funded by Capital funds collected by our network over the last 20 years.
- We worked and trained intensely to make this new system a reality by the June 2 of 2014

#### **BUILDING & GROUNDS**

- A new cable phone system was installed complex wide to save dollars in fees. A broader range of phone numbers is now available to us as a local call. Work was accomplished on the library's HVAC system during the fiscal year.

## HUMAN SERVICES

Joy Hollister, Senior Center/Human Services Director

The Human Services Department's main goal is to provide a coordinated system of social services for the residents of Cromwell. The Department provides advocacy, information/referral, guidance and support services to adults, families, elderly, and disabled residents in need. The department serves as a crucial link between statewide agencies and town residents. We promote self-sufficiency and quality of life.

### **Programs the Department provides:**

**FOOD BANK**-The food bank operates as a pre-bagged distribution program with proof of residency required. All food orders are filled within 24-48 hours, with emergency exceptions available. Those with on-going food needs due to limited income are urged to apply for food stamps. 303 requests for assistance for 13/14.

**ENERGY ASSISTANCE**- Residents meeting the income requirements for the state's energy assistance program may apply directly with us from Sept-April by appointment only. 171 applications for 13/14.

**OPERATION FUEL**-Department administers program for residents who are facing financial hardship and need help with their utilities. Program is seasonal and changes per funding. Residents are welcome to call about current program. Residents seen by appointment only. 9 applications for 13/14.

**RENTERS REBATE**— Senior and/or disabled individuals who pay rent can be eligible for a one-time yearly check. Income and rent/utility expenses are required. Appointment only. 108 applications for 2013.

**HOLIDAY PROGRAMS**- Human Services distributes holiday food baskets during November and December to individuals and families in need. In addition, during the month of December a Holiday Toy Program for Cromwell children is offered. Easter Food Baskets are also offered. Advanced sign up required. 92 baskets given out for November, 84 for December and 61 for Easter. 123 children helped with Toys.

**SALVATION ARMY/BACK TO SCHOOL PROGRAM**- Each summer, in conjunction with Youth Services, a back-to-school program is offered for our families in need. Shoe vouchers, backpacks and school supplies are distributed to families on a first-come, first-serve basis. Appointment required. 104 children assisted in 2013.

**AMERICANS WITH DISABILITIES ACT (ADA)** - The Senior & Human Services Director serves as ADA Coordinator, who is responsible for issues regarding access to Town services by people with disabilities.

**FAIR HOUSING**- The Director of Senior & Human Services serves as Fair Housing Official and reviews complaints regarding violation of Fair Housing Policy. Cromwell has a cooperative agreement with the Portland Housing Authority for Section 8 Vouchers.

**EVICCTIONS**- The department oversees evictions for the Town. Phone #s for shelters/ food can be provided to assist each individual or family at the time of eviction, if applicable. If the individual or family does not reclaim any property left in apartment, an auction is then conducted after a set time.



For more information on programs and serves, please feel free to contact the Human Services Department at (860) 632-3449 or visit us on the web @ [www.cromwellct.com](http://www.cromwellct.com), go to town departments, human services.

May 15 <sup>th</sup>	<u>Human Services</u> - Rental Rebate Filing Period Begins; runs through September 15 <sup>th</sup>
August	<u>Human Services</u> - Annual Back-to-School Shoe Voucher Program
September	<u>Human Services</u> - Filing for Winter Energy Assistant Program; runs through April 30 <sup>th</sup>
November	<u>Human Services</u> - Thanksgiving Week- Holiday Baskets
December	<u>Human Services</u> - Week prior to Christmas Holiday- Holiday Baskets
December	<u>Human Services</u> - Holiday Toy Program
Spring	<u>Human Services</u> - Easter Food Baskets

### **HUMAN SERVICES**

Joy Hollister, Senior Center/Human Services Director  
Lisa Olson, Human Services Assistant  
Office (860) 632-3449  
Fax (860) 632-3446

The Human Service Department provides a coordinated system of social services for the residents of Cromwell. We provide advocacy, information/referral, guidance, and support services to adults, families, elderly, and disabled residents in need. The Department serves as a crucial link between statewide agencies and town residents. We strive to help promote self-sufficiency and quality of life. Main programs include processing applications for energy assistance and operation fuel, holiday baskets & toy program, and operation of a year-round food pantry. Fair Housing, Eviction, and ADA issues are also handled through our department.

### **Important Dates:**

Operation Fuel Filing Period: Program changes per funding  
Energy Assistance Filing Period: September thru April  
Renters Rebate Filing Period: April thru October  
Easter Food Basket Program: Spring  
Back-to School Program: Summer

Thanksgiving Food Baskets: November  
Holiday Toy Program: December  
Holiday Food Baskets: December

## **CROMWELL SENIOR CENTER/TRANSPORATION SERVICES**

Joy Hollister, Senior Center/Human Services Director

The Senior Center provides array of services that enhances and assists in the lives of our elderly residents (ages 60 and older). In addition, a variety of social, recreational, educational, health, nutritional, and financial programs are offered. We also provide a full-service, dial-a-ride transportation program and important information/referrals.

The Senior Center is open Monday thru Friday from 8:30am-4:00pm, except for town recognized holidays; and occasionally is open for special evening or weekend events.

Senior Center programs are advertised in our monthly newsletter as well as an abridged version is included monthly in the Cromwell Chronicle. The newsletter is also available at the Senior Center, in Town Hall lobby, as well as by email and online.

Weekly classes include exercise, art, quilting, tai chi, arthritis exercise, yoga, etc.

Weekly programs including bingo, cards, movies, billiards, mah jongg, bridge, health clinic, etc.

Monthly we host a foot clinic and hearing aid check. Seasonally we offer golf and bowling programs as well as tax assistance by certified AARP tax preparers.

The Senior Center is also a resource for Medicare counseling (CHOICES). Residents who have questions about Part D plans, or who want to learn more about Medigap and Medicare Advantage plans are more than welcome to schedule an appointment with a counselor. The counselor can also tell residents if they are eligible for financial help to cover the cost of Medicare.

One –on-one computer classes are available for residents who need help with using a computer, including using the internet and email as well as social media sites. By appointment only.

Periodically volunteers are needed to help with programs/special events and to put together the monthly newsletter. If you are interested in volunteering please contact us.

The senior center provides a free dial-a-ride transportation program for all senior residents (60+) and disabled Cromwell residents. Transportation appointments can be made for doctor/medical appointments, beauty/barber appointments, banking, errands, etc. as well as for rides to senior center activities (limited to age 60+). Rides out-of –district are available dependent on driver/vehicle availability. In addition, weekly fixed routes for shopping and out-trips are scheduled. Drivers are not allowed to assist individuals.

For more information on any of our programs or services, please feel free to contact the Senior Center at (860) 632-3447 or visit us on the web @ [www. cromwellct.com](http://www.cromwellct.com), go to town departments, senior center.



## **SENIOR CENTER & TRANSPORTATION SERVICES**

Joy Hollister, Senior Center/Human Services Director  
Catherine Jackson, Senior Center Assistant

Senior Center: (860) 632-3447  
Transportation: (860) 632-3451  
Fax: (860) 632-3446

The Senior Center provides an array of services to enhance and assist in the lives of our elderly town residents (ages 60 and older). We offer a variety of social, recreational, health, nutritional, and financial programs. In addition, we provide a full-service dial-a-ride transportation program and serve as an important information/referral agency link to residents.

Our senior center is open Monday thru Friday from 8:30am-4:00pm, except for town recognized holidays, and occasionally we are open for special evening or weekend events.

The Senior Center Commission meets the 2<sup>nd</sup> Monday of the month (excluding July and August) at 10:30am.

## **IMPORTANT PHONE NUMBERS FOR SENIOR CENTER & HUMAN SERVICES**

<b>SERVICE</b>	<b>DEPT.</b>	<b>PHONE</b>
Dial-A-RIDE	Senior Center & Human Services	860-632-3451
Disabilities/Information	Senior Center & Human Services	860-632-3476
Elderly Information	Senior Center & Human Services	860-632-3447
Energy Assistance	Senior Center & Human Services	860-632-3449
Human Services Information & Referral	Senior Center & Human Services	860-632-3449
Rental Rebate Program	Senior Center & Human Services	860-632-3449
Senior Center	Senior Center & Human Services	860-632-3447
Senior Health Clinics	Senior Center & Human Services	860-632-3447
Transportation (Elderly/Disabled)	Senior Center & Human Services	860-632-3451

## **BOARDS AND COMMISSIONS**

Senior Services Advisory Board	2 <sup>nd</sup> Monday (Call 860-632-3447 for information)	10:30 am
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## **CALENDAR OF EVENTS**

February	Senior Center- Annual Tax Assistance Program (AARP); runs through April 15 <sup>th</sup>
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## **YOUTH SERVICE BUREAU**

Ann C. Hale / Administrator  
Marcia P. Sacco / Program Assistant  
Office 860-632-3448 / 632-3474  
Fax 860-632-3435

In order to provide for the special needs of our young people, the Town of Cromwell offers professional staff through its Youth Service Bureau ( YSB ). It is our purpose and responsibility to act as an agency of prevention, intervention, referral and advocacy for those in need.

The following programs serve our community:

Advocating for youth and their families in Juvenile Court, Superior Court, PPT'S meetings, Referrals to bring about communications between families, Short Term Counseling, Employment settings, Help children and parents through crisis situations.

Positive *Youth Development*,\_Crisis Intervention, Workshops for youth and also for Parents, "Kin Care"(support group for grandparents and relatives raising children) along with Prevention Educational Programs in the Schools on issues of Substance Abuse, Bullying, Tobacco, Home Alone and Internet Safety. After School Programs such as Sitter Safety, Craft Club and Crocheting and Knitting, Chess Club and Home work Helpers, Teen Zone for Girls, Life Skills. Provide Camperships to Camp Ingersoll and for other camps to youngsters who need scholarships, Santa's Workshop to provide for those families in Cromwell that are struggling financially.

## ANNUAL REPORT CROMWELL RECREATION DEPARTMENT

The Cromwell Recreation Department is responsible for implementing leisure time activities for the residents of Cromwell. The department handles residents from toddlers through seniors in their programs and activities. These programs range from sports, fitness, crafts, educational classes, cooking, holiday events, summer concerts and other special events throughout the year. Many of these programs are taught by town residents, while for other programs, the department contracts out to specialty companies with that expertise.

For the youth of town, the programs offered include: instructional soccer for pre-schoolers in the fall, soccer league for grades K-8, instructional basketball, basketball league for grades 3-8, arts and craft classes, pre-school movement, Mad Science, Legos, cooking, instructional baseball, family zumba. Lacrosse and summer swim lessons. During the summer months, the department sponsors a playground program for children entering grades K-8 and many specialty sports programs.

For the adults in town, some of the activities offered are: men's basketball, adult fitness, yoga, zumba, parent and child art classes, parent and child cooking classes.

The Recreation Department is also the conduit for Therapeutic Recreation programs in town. Most of these activities are contracted out to experts in this field. The programs run include therapeutic horseback riding, assist parents with the cost of swim lessons, bike riding lessons, and summer camp.

Those families interested in reserving the pavilions in our town parks for family gatherings also must go through the department. From mid May through the end of October, the town parks are reserved every single weekend and many nights during the week. Town residents may reserve these facilities one year in advance at no fee.

The Recreation Department is also the liaison between many organizations in town and town departments. For example, Midget Football, Little League, Travel soccer, Women's Softball, American Legion Baseball, scouts all contact the department to schedule use of town and school fields.

Each season, all of our programs are listed on our web page---go to [cromwellct.com](http://cromwellct.com) link to people, link to Recreation and then when on our home page can go to either the calendar or the listing under current programs or sports leagues.



## **Cromwell Health Department**

The Basic Public Health Programs provided to the residents of the Town of Cromwell are designed to meet the standards outlined in the Connecticut Public Health Code (PCH) and the Code of the Town of Cromwell. These services include:

- Permits for onsite subsurface disposal systems
- Permits for private water wells
- Food service inspections
- Rental housing complaints
- Daycare facilities inspections
- School sanitation & food service inspections
- Commercial pool inspections
- Foodborne illness investigations
- Communicable disease reports & follow up
- Sponsor senior wellness clinic
- Mosquito control program
- Seasonal flu vaccination clinics
- Hotel & Motel licensing & inspections
- 

The Code of the Town of Cromwell requires additional items of interest provided by the Cromwell Health Department. These additional items include the following:

### **Additional services provided:**

#### **Senior Health Clinic**

Health screening provided for seniors to monitor blood pressure, glucose & cholesterol.

#### **Flu Clinics provided in (7) locations**

This vaccination is provided at no cost to residents.

Cromwell participates with MDA 36 to provide these services.

#### **Community wide assessment of community needs**

Cromwell participates in a community wide assessment needs for the greater Middlesex County. This is to identify strengths and weakness of the community.

#### **Public Health Emergency Preparedness Grant:**

Cromwell receives a grant from the CT. Department of Public Health annually to prepare the community for a biological emergency.



### **Delinquent Property Tax:**

The health department served notice on delinquent license holders including; food service establishments, hotels, nail salons, barber shops, massage therapists, tanning salons, beauty salons & tattoo salons that taxes must be paid before their license can be renewed.

### **New Legislation presented:**

Fee review for all service use fees and compared with surrounding communities.

Review included: Food service establishments, Caters, Itinerant vendors, Well permits, Soil tests, Hotels/ Motels, Commercial pools, Salons, Food service plan review, Daycare centers, & Demolition permits.

### **Test Kits**

Radon kits are available free to residents.

Carbon Monoxide detectors are available at significantly reduced prices (\$20 Coupons)

Summary of Health Department over-site and inspection for the following businesses.

- 113 Food Service Establishments
- 12 Public/Commercial Pools
- 11 Day Care Centers
- 4 Hotels & Motels
- 17 Beauty Salons
- 7 Nail Salons
- 1 Tattoo
- 1 Tanning
- 4 Massage



**POLICE DEPARTMENT**  
**Anthony J. Salvatore**  
**Chief of Police**  
**(860) 635-2256**

**Helping To Make Our Community a Better, Safer Place to Live!**

The following personnel share the responsibility of serving and protecting the residents and their property in the Town of Cromwell.

**Chief Anthony J. Salvatore**  
**Captain Denise Lamontagne**

**Sergeant Ryan Bengtson**  
**Sergeant William Kogut**  
**Sergeant Jonathan Mantel**  
**Sergeant Ryan Parsons**  
**Sergeant Steven Penn**

**Detective Sergeant Kevin Vandersloot**  
**Detective Boguslaw Bialko**  
**Detective Francesco DiMaio**  
**Detective Pamela Young**

**Officer Sara Alicea**  
**Officer Richard Bianchi**  
**Officer Sherry Borgeson**  
**Officer John Carlson**  
**Officer John Cunningham**  
**Officer Joe DiMauro**  
**Officer Steve Dorais**  
**Officer David Ellison**  
**Officer Robert Haughton**  
**Officer Daniel Howley**  
**Officer Michael Maslauskas**  
**Officer Matthew McCarter**  
**Officer Jeremy Perlini**  
**Officer Peter Pietraroia**  
**Officer Jason Tolton**

The following personnel operate the Cromwell Police Emergency Communications Center:

**Dispatcher Renee Bruscia**  
**Dispatcher Gregg Cambareri**  
**Dispatcher Lori Cowie**  
**Dispatcher Christine Cyr**  
**Dispatcher Mailene Downes**  
**Dispatcher Thomas Firebaugh**

The administrative/record keeping is maintained by:

**Margie DellaFiore**

**Lori O'Neal**

**Caroline Wilcox**



**FISCAL YEAR 2013-2014 STATISTICS:**

Total calls for service: .....	12,958
Total incidents investigated/documentated: .....	3,525
Total motor vehicle accidents: .....	566
Total persons arrested for criminal offenses: .....	396
Total persons arrested /cited for MV offenses: .....	919
Total persons arrested for other offenses: .....	99
Total persons arrested/cited: .....	1414

	<b>#Incidents</b>	<b>#Cleared by Arrest</b>
Homicide .....	0	0
Sexual Assault .....	0	0
Robbery .....	6	3
Assault .....	38	35
Burglary .....	14	1
Larceny .....	291	50
MV Theft .....	5	3

The Cromwell Police Department is a full service law enforcement agency. The Department consists of 27 sworn police officers and 10 civilian employees consisting of 6 full-time Dispatchers and 1 part-time Dispatcher, an Administrative Secretary and 2 Records Clerks.

The following divisions make up the Department:

- Administrative Division
- Records Division
- Patrol Division
- Detective Division
- Communications Division

In addition, within divisions are specialty units made up of the following:

- Marine Patrol
- Bike Patrol
- Motorcycle Unit
- SRO (School Resource Officer)
- Youth Services & Child Safety
- K-9 Unit
- Community Outreach

A subsidiary of the Cromwell Police Department is the Cromwell Animal Control Department, which consists of 1 full-time ACO (Animal Control Officer) and 2 part-time ACO's. The Animal Control Department, Animal Control Officer Cheryl Gagnon, can be reached at 860-635-2256, X29.



#### **Marine Patrol:**

The primary objective of the Marine Patrol Unit is to promote boating safety through highly visible proactive patrols, and a positive interaction with boaters and personal watercraft operators. The Marine Patrol Unit is available to investigate boating accidents and respond to any water related emergencies throughout the season.



**Officer Sherry Borgeson**

**SRO (School Resource Officer):** The presence of an officer in the schools helps to prevent and reduce crime, aid in disciplinary matters, improve and enhance the relationship between youth and the Police Department as well as establish a close working relationship between the Police Department and the school system staff.



**Officer Jason Tolton**

**Bike Patrol:** In 1997, the Cromwell Police Department established a Police Bicycle Unit. The bicycle officers allow for closer contact with the community while maintaining a highly mobile, visible and effective patrol presence.



**Officer Robert Haughton**



**Sergeant William Kogut**

**Motorcycle Unit:** The Cromwell Police Department's Motorcycle Unit was formed in the summer of 2004, initially funded by a Federal Highway Grant. A fully equipped Harley-Davidson motorcycle was obtained along with related equipment for the two officers assigned to the unit. The motorcycle is equipped with laser speed detection and is used for traffic. The motorcycle is also used for special events (parades, motorcycle rides escorts).

**Youth Services & Child Safety:** D.A.R.E. is a uniformed police officer led series of classroom lessons that teach children from kindergarten through 12<sup>th</sup> grade how to resist peer pressure. D.A.R.E. is taught in the Cromwell Middle School in 5<sup>th</sup> grade. The classroom instruction is presented to approximately 140-150 students.

In addition, the Cromwell Police Department has 6 officers trained in Child Safety Seat installation. These officers help town residents to insure that their car seats are installed properly and there are no recalls in effect.



**Chief Anthony J. Salvatore**





**Officer Matthew McCarter and Chino**

**K-9 Unit:** Chino was born in the Czech Republic, where he was raised to compete in Schutzhund competitions and holds a title for "Schutzhund 1". Chino was selected and imported, through the assistance of Master Trainer William Scribner, of the Connecticut Police Work Dog Association (C.P.W.D.A.).

In April 2009, Chino came to America to get ready to train as a Police Dog. It started when he was picked up by his partner, Officer McCarter. This was just in time for them to start an intense 8-week Police K-9 course that was hosted by C.P.W.D.A.

The days were long and filled with a lot of training. The training areas varied to give class as much exposure to new areas as possible. Each day they would train in drug searches, tracking, building searches, K-9 socialization, bite work, and obedience. Master Trainer Scribner and Trainer Bradshaw were the primary instructors of this course. Through their dedication, Chino, as well as his classmates, excelled through this course.

After 8 weeks were completed and a graduation ceremony took place, Officer McCarter and Chino were ready to go on the road. Chino was made an official member of the Cromwell Police in July 2009, when he was sworn in and was paw printed at the Cromwell Town Hall.

Chino lives with Officer McCarter where he is a member of the McCarter family off duty. Officer McCarter works at night due to night being the time when most K-9's are most commonly used. Training with Chino is constant. Officer McCarter goes to monthly training with Chino to work with C.P.W.D.A. trainers and also does regular training while at work when they have a chance. Officer McCarter and Chino go out of town, at times, to assist other police departments when needed as well as patrol Cromwell.

#### **Community Outreach:**

The Department participates in many community outreach programs throughout the year. For instance, in September 2005, during the Town's Riverport Festival, the Police Department (with volunteers from the Fire Department) manned a dunk tank in order to raise funds for a new Child ID system and printed them. What fun!

Since then, the Cromwell Police Department has brought this system to and participated in the fun at the Jensen's Fun Day held in October.

Since 2004, the Police Department has taken part in two holiday program...the Fill-A-Cruiser food drive and the Adopt-A-Family holiday program.

Every December, the Police Department spends a day collecting non-perishable food items to go towards the Cromwell Food Bank. The program has gone over so well, that we have even started collecting money towards the Cromwell Fuel Bank with much success.



**Officer Steve Dorais**

The Adopt-A-Family program started when we joined in with Middletown Police Department and "adopted" a few less fortunate families each year. We would collect donations from town businesses (who were always very willing) and we would provide them with items of need (and some if want). The appreciation in both the children's and the parent's faces has always been all the thanks needed to send us preparing for the new year.



## **Animal Control Department**

The Animal Control Office is a Separate Department under the direction of the Cromwell Chief of Police. Animal Control enforces all Town Ordinances and State Statutes relating to animals including but not limited to dog licensing, roaming dogs, animal abuse and neglect. They assist pet owners with routine questions about companion animal behavior and wildlife. The Animal Control Department works closely with and is assisted by the Police Department.

Animal Control rescues injured and stray animals within the community; they control potential dangerous domestic and wild animals. They reunite owners with lost companion animals and operate a successful adoption program for domestic animals that have been rescued as strays. All strays are properly temperament tested and when deemed adoptable to the public they are placed in safe loving homes.

### **Animal Control Officer Cheryl Gagnon**

Adoptable animals can be viewed on [www.petfinder.org](http://www.petfinder.org), [www.saveapet.com](http://www.saveapet.com) or the Cromwell Animal Control facebook page. Animal Control works closely with animal rescue groups when possible to limit the time a stray animal is held at the shelter.

With the growing wildlife population in Cromwell all of the Animal Control officers are certified in Nuisance Wildlife. It is our policy to educate the public on the normal behavior of local healthy wildlife to alleviate the public's fear of it. We teach tolerance, co-existence and non-lethal control of the array of wildlife in our community.

Animal Control takes an active role in the community and conducts free public education classes throughout the area with the goal of instilling **'Responsible Pet Ownership'**. We believe that educating our youth at an early age will prevent future mistreatment and abuse of animal.

Animal Control operates a TNR (Trap Neuter Release) program for feral cats reducing the feral cat population in the community. They also operate a pet food bank for residents struggling to feed their pets. A 'Special Needs for Pets' donation fund was developed in 2004 to help offset the cost of special surgeries for stray animals, the TNR Program and public education. Animal Control hosts fundraisers throughout the year to raise monies for this fund.

The Animal Control Department is dedicated to ensuring the safety of the community where both domestic and wildlife is concerned. An Animal Control Officer is on duty Monday through Friday 8:00 a.m. to 4:30 p.m. all after hour and weekend calls are handled on an emergency basis. Citizens can reach Animal Control at 860-635-2256 x29 to leave routine messages, if you feel it is an emergency you will be directed to the dispatcher for assistance.

## **Cromwell Emergency Management**

### **March 20, 2014: SNS Strategic National Stockpile Exercise**

The Town of Cromwell along with the towns of Durham, Middlefield and the City of Middletown participated in an exercise to test and improve the area's overall preparedness in case of a real-life emergency. This full-scale exercise was designed to practice the delivery of simulated medication from the Strategic National Stockpile (SNS). The simulated medication (used to combat anthrax) was sent from the Centers for Disease Control and Prevention (CDC) to the Connecticut Department of Public Health and redistributed to the regional mass dispensing area. The Mass Dispensing Area 36 (MDA 36) was delivered to Wesleyan University's Freeman Athletic Center.

The area was secured by the Middletown Police Department SWAT Team. The Cromwell Police Department escorted a dump truck to the Cromwell Fire Department, located at 105 Coles Road, which could be used as a point of dispensing the medication.



The Emergency Operations Center, when opened, is located at the Cromwell Police Department, 5 West Street, Cromwell, CT.

The Emergency Operations Center telephone numbers when open are:

860-613-0391  
860-613-0409  
860-613-0431  
860-613-0579  
860-613-0607

When the Emergency Operations Center is not opened call 911 for any emergency.

The Emergency Operations Shelter, when opened, is located at the Cromwell Town Hall, 41 West Street, Cromwell, CT. This shelter location is a result of acquiring a generator that can power the entire building.

#### **BOARD OF FINANCE**

The Board of Finance's function is to consider Town government's finances from an overall perspective. Under authority given to the Board by the General Statutes and Town Charter, the Board is empowered recommend to referendum an annual budget. The Board of Finance is also responsible to levy taxes on the grand list to provide revenue to support the Town's annual operating budgets. To the extent funds are available; the Board of Finance provides appropriations from the Capital and Non-Recurring Fund for capital items or projects.

In addition to budget-making authority, this Board monitors and provides fiscal oversight for all Town budgets. The Board sees its mission as the application of the principles of public finance to ensure the prudent investment of taxpayer dollars in public services that provide the maximum benefit to the citizens of Cromwell.

## FINANCE DEPARTMENT

The Finance Department is responsible for the accounting, budgeting, and financial reporting for the Town of Cromwell. This Department also handles cash management and the investment of available Town funds. Activities include:

- processing employee payroll checks, as well as the related statements and reports,
- administration of the Town employee pension plan,
- issuing purchase orders and paying invoices associated with purchases made on behalf of Town operations,
- forecasting general fund revenues and expenditures,
- debt management, including long range financial planning models, preparing official statements for note and bond sales, establishment of payment schedule and coordination of existing debt payments, and
- preparation of the Comprehensive Annual Financial Report for the Town, excluding the Fire/Water District. (This report can be viewed on the Town's website – [www.cromwellet.com](http://www.cromwellet.com) – or in the Town Clerk's office.)

The Finance Department also compiles budget requests, as approved by the Town Manager, for presentation to the Town Council and the Board of Finance. The budget is then sent to referendum for approval by the taxpayers, as directed by the Charter. The complete budget document can be viewed, through all approval levels, in the Town Clerk's office or the Library. The adopted budget is also available on the Town's website.

All financial information pertaining to Town operations is maintained by the Finance Department.

### BUDGET CYCLE

**February 1:** Departmental requests to Town Manager

Regular **February** Town Council and Board of Finance Meetings: set workshop dates to review and decide on proposed budget

**Early March:** Town Council budget workshop meetings

Regular Board of Finance **March** Meeting: Board of Finance receives budget documents from Town Council and Board of Education

**Early April (within 21 days** of presentation to the Board of Finance): Public Hearing on proposed budget

**April:** Board of Finance budget workshop meetings

**Within 10 days** after the Public Hearing: Board of Finance approval of budget to pass on to Referendum

**Referendum:** First Tuesday in **May**

Fiscal year: **July 1 – June 30**

Audit and Annual Financial Report completed by **December 31<sup>st</sup>**.



## INDEPENDENT AUDITOR'S REPORT

To the Board of Finance  
Town of Cromwell, Connecticut

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Town of Cromwell, Connecticut (the "Town") as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of content.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a reasonable basis for our audit opinions.

### Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Cromwell, Connecticut as of June 30, 2013, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.



## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the Management Discussion and Analysis on pages 4–11, the schedules of funding progress on pages 51 and budgetary comparison information on pages 52-67 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Supplementary Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town's basic financial statements. The accompanying combining and individual fund and fund financial statements and other schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The accompanying combining and individual fund financial statements and other schedules are the responsibility of management and were derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual fund financial statements and other schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The accompanying introductory and statistical sections, as listed in the table of contents, have not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on them.

We also previously audited, in accordance with auditing standards generally accepted in the United States of America, the basic financial statements of the Town of Cromwell, Connecticut as of and for the year ended June 30, 2012 (not presented herein), and have issued our report thereon dated December 10, 2012, which contained unmodified opinions on the respective financial statements of the governmental activities, each major fund, and the aggregate remaining fund information. The accompanying General Fund Balance Sheet as of June 30, 2012 is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the 2012 financial statements. The accompanying General Fund Balance Sheet has been subjected to the auditing procedures applied in the audit of the 2012 basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare those financial statements or to those financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the General Fund Balance Sheet is fairly stated in all material respects in relation to the basic financial statements as a whole for the year ended June 30, 2012.

#### Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 26, 2013 on our consideration of the Town's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town's internal control over financial reporting and compliance.

*McGladrey LLP*

New Haven, Connecticut  
November 26, 2013



## TOWN OF CROMWELL, CONNECTICUT

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS  
For the Year Ended June 30, 2013

	General	Sewer Usage	Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
<b>Revenues:</b>					
Property taxes	\$ 38,277,712	\$ -	\$ -	\$ -	\$ 38,277,712
Intergovernmental	7,538,023	-	235,747	1,749,839	9,523,609
Charges for services	1,168,069	1,450,682	119,881	522,903	3,261,535
Income on investments	25,507	2,692	8,958	1,178	38,335
Other	401,031	60	14,219	75,432	490,742
<b>Total revenues</b>	<b>47,410,342</b>	<b>1,453,434</b>	<b>378,805</b>	<b>2,349,352</b>	<b>51,591,933</b>
<b>Expenditures:</b>					
Current:					
General government	5,187,874	-	-	-	5,187,874
Public safety	3,148,426	-	-	171,043	3,319,469
Public works	3,831,414	1,347,861	119,085	5,000	5,303,360
Culture and recreation	897,071	-	-	43,994	941,065
Human services	534,071	-	-	31,656	565,727
Education	28,339,843	-	-	1,988,186	30,328,029
Debt service	3,669,334	-	954,187	-	4,623,521
Capital outlay	-	-	2,431,475	-	2,431,475
<b>Total expenditures</b>	<b>45,608,033</b>	<b>1,347,861</b>	<b>3,504,747</b>	<b>2,239,879</b>	<b>52,700,520</b>
<b>Revenues over (under) expenditures</b>	<b>1,802,309</b>	<b>105,573</b>	<b>(3,125,942)</b>	<b>109,473</b>	<b>(1,108,587)</b>
<b>Other Financing Sources (Uses)</b>					
Transfers in	152,364	-	341,000	71,024	564,388
Transfers out	(382,024)	(30,000)	-	(152,364)	(564,388)
Issuance of bonds	-	-	4,385,000	-	4,385,000
Issuance of refunding bonds	9,690,000	-	-	-	9,690,000
Payment to escrow agent	(10,891,758)	-	-	-	(10,891,758)
Bond Premium	1,316,048	-	617,101	-	1,933,149
<b>Total other financing sources (uses)</b>	<b>(115,370)</b>	<b>(30,000)</b>	<b>5,343,101</b>	<b>(81,340)</b>	<b>5,116,391</b>
<b>Change in fund balances</b>	<b>1,686,939</b>	<b>75,573</b>	<b>2,217,159</b>	<b>28,133</b>	<b>4,007,804</b>
<b>Fund Balances, beginning of year</b>	<b>4,918,721</b>	<b>1,499,672</b>	<b>5,434,631</b>	<b>1,120,983</b>	<b>12,974,007</b>
<b>Fund Balances, end of year</b>	<b>\$ 6,605,660</b>	<b>\$ 1,575,245</b>	<b>\$ 7,651,790</b>	<b>\$ 1,149,116</b>	<b>\$ 16,981,811</b>

The notes to the financial statements are an integral part of this statement

## TOWN OF CROMWELL, CONNECTICUT

## BALANCE SHEET - GOVERNMENTAL FUNDS

June 30, 2013

	General	Sewer Usage	Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
<b>ASSETS</b>					
Cash and cash equivalents	\$ 7,321,153	\$ 2,684,846	\$ 7,838,612	\$ 1,292,544	\$ 19,137,155
Receivables, net					
Property taxes	430,836	-	-	-	430,836
Assessments/user charges	-	223,672	345,769	-	569,441
Intergovernmental	-	-	34,832	92,697	127,529
Other	402,606	87	12,731	-	415,424
Prepays/Inventories	-	-	-	38,893	38,893
<b>Total assets</b>	<b>\$ 8,154,595</b>	<b>\$ 2,908,605</b>	<b>\$ 8,231,944</b>	<b>\$ 1,424,134</b>	<b>\$ 20,719,278</b>
<b>LIABILITIES</b>					
Accounts and other payables	\$ 1,208,211	\$ 83,048	\$ 201,465	\$ 31,929	\$ 1,524,653
Due to other funds	-	-	-	1,000	1,000
Deferred Revenues	263,566	123,001	378,689	-	765,256
Unearned Revenue	77,158	1,127,311	-	242,089	1,446,558
<b>Total liabilities</b>	<b>1,548,935</b>	<b>1,333,360</b>	<b>580,154</b>	<b>275,018</b>	<b>3,737,467</b>
<b>FUND BALANCES</b>					
Nonspendable	-	-	-	95,162	95,162
Restricted	-	-	5,706,758	349,872	6,056,630
Committed	51,000	1,575,245	437,976	704,801	2,769,022
Assigned	15,434	-	1,659,841	-	1,675,275
Unassigned	6,539,226	-	(152,785)	(719)	6,385,722
<b>Total fund balances</b>	<b>6,605,660</b>	<b>1,575,245</b>	<b>7,651,790</b>	<b>1,149,116</b>	<b>16,981,811</b>
<b>Total liabilities and fund balances</b>	<b>\$ 8,154,595</b>	<b>\$ 2,908,605</b>	<b>\$ 8,231,944</b>	<b>\$ 1,424,134</b>	

Amounts reported for governmental activities in the statement of net assets are different because:

Capital assets, net of accumulated depreciation purchased in governmental funds are reported as expenditures, however, the statement of net assets includes those capital assets among the assets of the Town as a whole.	117,755,910
Deferred revenues are not available and therefore not recognized in the funds.	765,256
Net pension asset	3,370
Long-term liabilities, including bonds payable, are not due and payable in the current period and therefore are not reported in the funds.	(34,956,800)
Internal Service funds are used by management to charge the costs of risk management to individual funds are included in governmental activities in the statement of net position	132,690
Accrued interest payable not recorded in the funds.	(100,699)

Net position of governmental activities

\$ 100,581,538

The notes to the financial statements are an integral part of this statement



TOWN OF CROMWELL  
2013-2014 QUARTERLY BUDGET VARIANCE REPORT

UNAUDITED AS OF: 9/12/2014

MILLRATE: 30.75

GRAND LIST: \$1,255,155,061

<u>EXPENDITURES</u>				<u>REVENUES</u>				% ACTUAL TO BUDGET
	BUDGET	YTD ACTUAL	over/under BUDGET		BUDGET	YTD ACTUAL		
1. FIRST SELECTMAN	\$ 305,766	\$ 281,721	\$ 24,045	TAX DEPARTMENT				
2. TOWN CLERK	217,886	198,810	\$ 19,076	CURRENT TAX @ 98.75%	\$ 37,907,636	38,083,035	100.46%	
3. REGISTRAR OF VOTERS	64,160	55,843	\$ 8,317	(above includes reduction for senior tax abatement)				
4. PLANNING & ZONING	4,260	1,896	\$ 2,364	INTEREST & LIENS	85,000	168,331	198%	
5. ECONOMIC DEVELOPMENT	41,700	28,686	\$ 13,014	SUPPLEMENTAL M.V.	225,000	353,652	157%	
6. BOARD OF FINANCE	30,825	30,225	\$ 600	PRIOR YEARS' TAXES	165,000	319,249	193%	
7. CAPITAL EXPEND. COMM.	90	-	\$ 90	MISCELLANEOUS	-	680	#DIV/0!	
8. CHARTER REVIS. COMM.	-	-	\$ -	TOTAL TAXES	\$ 38,382,636	\$ 38,924,947	101.41%	
9. BOARD OF ASSES. APPEALS	3,250	862	\$ 2,388					
10. ZONING BOARD OF APPEALS	1,485	599	\$ 886	DEPARTMENTAL REVENUE				
11. INLAND WETLANDS	2,050	808	\$ 1,242	BUILDING DEPARTMENT	\$ 140,050	168,563	120%	
12. HANDICAPPED COMM.	400	-	\$ 400	POLICE DEPARTMENT	73,300	100,511	137%	
13. DONATIONS AND DUES	38,246	37,768	\$ 478	PUBLIC WORKS	25,300	22,648	90%	
14. BOARD OF SELECTMEN	4,800	4,336	\$ 464	TOWN CLERK	290,905	292,306	100%	
15. LEGAL EXPENSE	221,251	154,582	\$ 66,669	HEALTH DEPARTMENT	22,100	21,678	98%	
16. CENTRAL SERVICES	138,300	124,928	\$ 13,372	LIBRARY	11,000	11,166	102%	
17. INSURANCE EXPENSE	603,700	547,162	\$ 56,538	RECREATION	100,610	96,291	96%	
18. GENERAL EXPENSE	63,950	55,911	\$ 8,040	SENIOR SERVICES	4,500	1,614	36%	
19. DEVELOPER/PLANNER	115,790	115,636	\$ 154	YOUTH SERVICES	3,520	2,770	79%	
20. DEVELOPMENT COMPLIANCE	94,137	94,007	\$ 130	ASSESSOR	2,200	699	32%	
21. CONSERVATION COMM.	1,390	400	\$ 990	TOTAL DEPARTMENTS	\$ 673,485	718,245	107%	
22. FINANCE DEPT.	360,219	353,069	\$ 7,150	COMMISSIONS & BOARDS	10,500	5,472	52%	
23. TAX COLLECTOR	186,021	175,883	\$ 10,138	INCOME FROM MISC. SOURCES	160,840	550,099	342%	
24. ASSESSOR'S OFFICE	207,618	197,692	\$ 9,926	STATE OF CONNECTICUT	4,961,196	5,080,469	102%	
25. TREASURER'S OFFICE	37	36	\$ 1	FUND BALANCE	51,000	-	0%	
26. PUBLIC WORKS ADMIN.	244,245	209,257	\$ 34,988		5,183,536	5,636,039	109%	
27. ENGINEERING	192,916	157,798	\$ 35,118	TOTAL REVENUE	\$ 44,239,657	\$ 45,279,231	102%	
28. SOL. WASTE/RECYC. CNTR.	648,751	601,099	\$ 47,652					
29. BUILDING INSPECTION	203,263	200,263	\$ 3,000	Anticipated Operating Surplus:				
30. HIGHWAY DEPT.	1,150,946	1,146,114	\$ 4,832	Transfers In: Capital Projects		220,586		
30A. VEHICLE MAINTENANCE	314,716	314,716	\$ (0)					
31. BUILDING MAINTENANCE	538,503	521,692	\$ 16,811	REVENUES: State of CT continued support of the School Transportation grant which				
32. PARKS & GROUNDS	348,112	347,154	\$ 958	was uncertain while preparing the budget (\$46,478). The Town also received an				
33. PUBLIC WKS/GEN. EXP.	471,250	465,018	\$ 6,232	additional \$50,000 in miscellaneous payments from the State. Investment income				
34. CIVIL PREPAREDNESS	16,900	14,707	\$ 2,194	came in higher than anticipated by \$17,470. The Town received payments from				
35. POLICE DEPT.	2,966,494	2,911,454	\$ 55,040	Mattabassett (\$100,000), CIRMA (\$25,000), Vehicle sales (\$21,000), and FEMA (\$83,881).				
36. ANIMAL CONTROL	83,687	81,936	\$ 1,751	Tax collections exceeded budget in the areas of Supplemental Motor Vehicle and Prior				
37. HEALTH DEPT.	152,278	150,928	\$ 1,350	Year Tax collections.				
38. HUMAN SERVICE ADMIN.	107,370	86,976	\$ 20,394	EXPENDITURES: The Town realized savings due to staffing changes affecting several				
39. SENIOR SERVICES	84,172	78,613	\$ 5,559	departments, including the Town Manager's office, Economic Development, Public				
40. TRANSPORTATION SVC.	114,089	101,506	\$ 12,583	Works, Police, and Human Services. Expenditures came in lower than anticipated in				
41. YOUTH SERVICES	104,105	95,976	\$ 8,129	legal services and insurances (LAP, WC, and Employee Health).				
42. RECREATION DEPT.	391,686	332,727	\$ 58,959					
43. LIBRARY	543,599	536,772	\$ 6,827	Some of the operating surplus has been used to pre-fund the STEAP grant for the				
44. EMPLOYEE BENEFITS	3,135,288	2,878,092	\$ 257,196	Northern Tier. Additional funds were used to support capital needs for both the Board of				
TOTAL GENERAL GOVERNMENT	\$ 14,519,701	\$ 13,693,656	\$ 826,045	Education and other Town departments.				
15. BONDED DEBT	3,214,699	3,214,697	\$ 2					
16. BOARD OF EDUCATION	26,505,257	26,465,940	\$ 39,317					
TOTAL GENERAL FUND	\$ 44,239,657	\$ 43,374,293	\$ 865,364					
NTER-FUND TRANSFERS:			98%					
STEAP Approp.	500,000	500,000						
BOE Capital Fund	193,760	193,760						
ARRA-Geer Street	912	912						
CNR Requests	128,000	128,000						



TOWN OF CROMWELL  
2014-2015 ADOPTED BUDGET

MILLRATE: 31.18

\$1,272,511,470

EXPENDITURES

1. FIRST SELECTMAN	\$ 299,378
2. TOWN CLERK	216,944
3. REGISTRAR OF VOTERS	65,417
4. PLANNING & ZONING	3,225
5. ECONOMIC DEVELOPMENT	18,350
6. BOARD OF FINANCE	1,650
7. CAPITAL EXPEND. COMM.	-
8. CHARTER REVIS. COMM.	-
9. BOARD OF ASSES. APPEALS	1,750
10. ZONING BOARD OF APPEALS	1,535
11. INLAND WETLANDS	2,410
12. COMM. SUPPORT DISABLED	400
13. DONATIONS AND DUES	37,870
14. BOARD OF SELECTMEN	32,250
15. LEGAL EXPENSE	161,251
16. CENTRAL SERVICES	140,300
17. INSURANCE EXPENSE	532,450
18. GENERAL EXPENSE	71,950
19. DEVELOPER/PLANNER	132,429
20. DEVELOPMENT COMPLIANCE	96,235
21. CONSERVATION COMM.	1,430
22. FINANCE DEPT.	366,988
23. TAX COLLECTOR	187,126
24. ASSESSOR'S OFFICE	213,657
25. TREASURER'S OFFICE	-
26. PUBLIC WORKS ADMIN.	244,951
27. ENGINEERING	190,714
28. SOL. WASTE/RECYC. CNTR.	655,697
29. BUILDING INSPECTION	206,719
30. HIGHWAY DEPT.	1,203,170
30A. VEHICLE MAINTENANCE	334,387
31. BUILDING MAINTENANCE	554,109
32. PARKS & GROUNDS	336,221
33. PUBLIC WKS/GEN. EXP.	450,000
34. CIVIL PREPAREDNESS	16,950
35. POLICE DEPT.	3,120,179
36. ANIMAL CONTROL	84,734
37. HEALTH DEPT.	158,384
38. HUMAN SERVICE ADMIN.	98,054
39. SENIOR SERVICES	85,223
40. TRANSPORTATION SVC.	117,667
41. YOUTH SERVICES	104,840
42. RECREATION DEPT.	270,390
43. LIBRARY	554,159
44. EMPLOYEE BENEFITS	3,237,647
TOTAL GENERAL GOVERNMENT	\$ 14,609,190
45. BONDED DEBT	3,724,115
46. BOARD OF EDUCATION	27,319,070
TOTAL GENERAL FUND	\$ 45,652,375

REVENUES

TAX DEPARTMENT	
CURRENT TAX @ 98.75%	\$ 39,173,380
SENIOR TAX ABATEMENT	(165,000)
INTEREST & LIENS	90,000
SUPPLEMENTAL M.V.	230,000
PRIOR YEARS' TAXES	180,000
MISCELLANEOUS	-
TOTAL TAXES	\$ 39,508,380
DEPARTMENTAL REVENUE	
BUILDING DEPARTMENT	\$ 120,040
POLICE DEPARTMENT	129,300
PUBLIC WORKS	15,300
TOWN CLERK	280,100
HEALTH DEPARTMENT	23,050
LIBRARY	10,000
RECREATION	-
SENIOR SERVICES	4,500
YOUTH SERVICES	4,460
ASSESSOR	600
TOTAL DEPARTMENTS	\$ 587,350
COMMISSIONS & BOARDS	3,700
INCOME FROM MISC. SOURCES	267,927
STATE OF CONNECTICUT	5,123,518
FUND BALANCE	161,500
TOTAL REVENUE	\$ 45,652,375
	\$ -

budgsumm15



# Tax Assessor's Office

**Shawna M. Baron**, CCMA II, RCR – Assessor

**Michael P. Mordarski**, CCMA II, CCMC – Deputy Assessor

**Lisa A. Ruggiero** – Assistant Assessor

Office (860) 632-3442 – Fax (860) 613-4160

The Assessor's Office is responsible for the discovery, listing, and equitable valuation of all real and personal property within the Town of Cromwell in accordance with Connecticut State Statutes at 70% of market value for the annual production of the Grand List.

Additionally, the assessor and staff administer state and local programs of tax relief, apply exemptions as permitted by state law, and assist the public with a variety of inquiries.

Annually provides a Grand List of all Taxable Property within The Town of Cromwell.

Maintains an up-to-date inventory of all property, including land and improvements, changes in ownership, new construction, alterations, and sub-divisions filed as of the assessment date.

Annually inspects and values all permit activity within the Town limits of Cromwell.

Every 5 years conducts a revaluation of all Real Estate, as defined by State Statutes. The Town of Cromwell last revaluated all property in Oct. 1, 2012. The next scheduled revaluation will be Oct. 1, 2017

Adjusts Motor Vehicle assessments that have either been Sold, Stolen, Salvaged or Registered Out of State.

Annually applies all tax exemption programs as permitted by state law. (Veterans, Disabled, Blind, Elderly Tax Relief, etc.)

## 2013 Grand List

Type	# Accts	Gross Asmt.	Exemptions	Net Asmt	BAA Adjustments	Final Asmt after BAA	% of Grand List
Real Estate	5,923	1,169,858,590	89,552,305	1,080,306,285	322,970	1,079,983,315	84.947%
Pers. Prop.	1,166	91,992,430	8,729,770	83,262,660	153,353	83,109,307	6.537%
Motor Veh.	13,766	108,712,650	428,940	108,283,710	7,900	108,275,810	8.516%
<b>Sub Total</b>	<b>20,855</b>	<b>1,370,563,670</b>	<b>98,711,015</b>	<b>1,271,852,655</b>	<b>484,223</b>	<b>1,271,368,432</b>	<b>100.000%</b>

## Important Dates

**January 31<sup>st</sup>** – Signing of the Grand List

**February 1<sup>st</sup> – April 15<sup>th</sup>** – Filing period for Cromwell Local Deferral Program

**February 1<sup>st</sup> – May 15<sup>th</sup>** – Filing period for State Elderly / Disable Abatement Program

**February 20<sup>th</sup>** – Deadline to file an appeal with the Board of Assessment Appeals on their prescribed form.

**June 1<sup>st</sup>** – Deadline to file Income and Expense forms required by all non-residential property owners.

**September 30<sup>th</sup>** – Deadline for Motor Vehicle Owners to cancel their registration to receive pro-rate credit on their most recent July bill.

**September 30<sup>th</sup>** – Deadline for Income & Expense forms who have had an extension to file their form.

**October 1<sup>st</sup>** – Date of Assessment

**October 1<sup>st</sup>** – Deadline for Additional Veteran application to be filed with our office.

**October 30<sup>th</sup>** – Deadline for Disabled Veteran's, Blind, and Handicap Retrofitted Vehicle to submit their application with our office.

**November 1<sup>st</sup>** – Deadline to file Personal Property Declaration for all business owners, out of state motor vehicles, and unregistered motor vehicles or request for an extension in writing.

**December 15<sup>th</sup>** – Last day Personal Property Declarations can be filed late - prior to Assessor filing for taxpayer.



## **TOWN CLERK'S OFFICE**

**Town Clerk: Darlene A. DiProto, CCTC, CMC**

**Assistant Town Clerk's: Gloria Prendergast, CCTC; Joan Ahlquist, CCTC**

**Half Time Assistant Town Clerk: Lori Caracoglia, CCTC**

**Phone: (860) 632-3440**

**Fax: (860) 632-3425**

**Office Hours: Monday – Friday, 8:30 a.m. – 4:00 p.m.**

The Town Clerk's Office has numerous statutory responsibilities to the residents of Cromwell. This office handles all of the recordings for land records, which include Deeds, Mortgages, Liens, Release of Liens, and Release of Mortgages. In 2013 there were 3251 documents recorded. Also recorded were 51 maps, which included subdivision, survey and easement maps.

The Town Clerk is the Registrar of Vital Statistic. Marriage Licenses are issued to couples who are getting married in Cromwell. The fee is \$30.00. You can obtain certified copies of Birth Certificates, Death Certificates, and Marriage Licenses. The fee is \$20.00 per certified copy.

Veteran's discharge records may be filed at no charge in the Town Clerk's Office, and under some circumstances, may serve to qualify for tax relief with the Assessor's Office. Any town resident who served in the military even during a non-war period may wish to file their discharge records with the Town Clerk's Office for safekeeping. State law requires that any person doing business in Connecticut under any name other than their own, must either register a Trade Name in the town where their business is conducted or register with the Secretary of the State's office as a corporation or limited liability company. The filing fee for a Trade Name is \$5.00. Liquor Permits are required to be filed here by State Law. There is a \$2.00 filing fee.

You can procure Dog Licenses, and Sportsmen Licenses from this office. Connecticut State Law, requires all dogs be licensed at the age of six months, and licenses must be renewed in the month of June. In the 2013-2014 fiscal year there were 1653 Dog Licenses sold.

Notary Public Services are offered free of charge to Cromwell residents. There is a \$5.00 fee for notarizing documents for non-residents. However, it is our policy not to notarize Wills, and Remote Employment I-9 Affidavits. A valid driver's license or picture identification is required for proof of identity prior to notarization. Renewal Certificates for notaries residing in Cromwell must be brought into our office personally; a signature card must be signed and registered with us. There is a \$10.00 registration fee.

The Town Clerk's Office handles all election duties concerning absentee ballots for the General Elections, Primaries, and Referendums. Municipal Candidates Campaign Registrations are filed in the Town Clerk's Office, along with certain Campaign Finance Reports, and Political Action Committee Registrations. We work closely with the Secretary of the State's Office, and the State Elections Enforcement Commission to ensure that election laws are adhered to.

The Town Clerk's Office maintains and certifies agendas, meeting times and minutes of various Town boards and commissions. The Town Clerk serves as Clerk of Special Town Meetings and acts as the Custodian of the Town Seal.



## **TAX COLLECTOR'S OFFICE**

Tax Collector: Douglas A Sienna  
Assistant Tax Collectors: Michelle Lukas, CCMC and Lori Caracoglia  
Phone: 860 632-3445  
Fax: 860 632-3494

The Tax Department's staff strives to treat all taxpayers fairly and equally under the law, and are more than happy to assist taxpayers with any questions they may have.

The Tax Office is responsible for the collection of Town and Fire District property taxes, including real estate, motor vehicle, and personal property. The bills for real estate and personal property are due on July 1 and January 1. The bills are mailed at the end of June and have two installment stubs. This is the only tax bill mailed to the taxpayers for both installments. Motor Vehicle bills are due in one installment due on July 1, except for vehicle register after October 1. Those vehicles are billed on a supplemental billing, which becomes due on January 1.

The mill rate is typically set in May, once the Town Budget has been approval. The mill rate equals 1/1000 of a dollar and is applied to the assessed value of all taxable property.

Interest on delinquent taxes accrues at the rate of 1.5% per month from the due date. Under Connecticut State Statues 12-145 and 12-146. Municipal tax collectors do not have the authority to waive or reduce interest.

## **REPORT OF THE BUILDING OFFICIAL**

The Town of Cromwell's Building Official services the Cromwell public and Construction Professionals. The department's many functions include, but are not limited to receiving applications for permits; reviewing of construction plans, issuing of permits and conducting inspections at various intervals of new construction/improvements.

Inspections insure work being performed is in accordance with the current Building Code and Regulations. In addition, numerous handouts are available to assist you with your project. If during your planning and/or construction phase of your project you have any questions or need to discuss your upcoming project or need a starting place, please feel free to call Dave or John in the Building Department at (860) 632-3428, Monday through Friday from 8:30 a.m. - 4:00 p.m.

We look forward to serving you and assisting you through that "not so complicated" project.

# DEPARTMENT OF PUBLIC WORKS



Jon Harriman, P.E. / Interim Director of Public Works  
Frank Thomas / Building Maintenance Superintendent  
Neil Swanson / Highway Foreman  
Mike Conant / Park Maintenance Supervisor  
Richard Peck / Sewer Administrator  
Carl Townsley / Transfer Station Operator / Supervisor  
Kenneth Fillmore / Vehicle Maintenance Supervisor  
Sharon Muller / Administrative Secretary  
Jon Harriman, P.E. / Town Engineer  
Mike Shewokis, L.S. / Engineering Technician  
Michelle Hodge / Administrative Secretary

The Department of Public Works is located on the upper floor of the east wing of the Municipal Building, 41 West Street, Cromwell.

The mission of the Public Works Department is to manage, maintain, operate and repair the town's infrastructure, facilities and related streets. The primary mission of the department is to provide high quality construction management, construction, maintenance, renovation, and repair services, infrastructure, equipment and facilities throughout the town. Additionally, maintain and operate the Municipal Solid Waste Transfer Station. These services are provided while employing environmentally sound, culturally sensitive, socially responsible and cost effective practices in all areas, programs and projects.

The Department of Public Works consists of the following departments, which act independently, and collectively to support the mission. The division consists of Building Maintenance, Highway Department, Parks department, Recycling Office and Transfer station, Sewer Department, Vehicle Maintenance and Engineering. The department of Public Works has established the following broad strategic goals and objectives:

- Continue to improve customer relations to effectively address the needs of the town and allow for timely response.
- Conduct continued analysis of the town operations to identify potential efficiency and effectiveness improvements.
- Continue to use the various purchasing methods and collaborative bidding to reduce administrative cost on required goods and services.
- Expand employee training to improve safety and reduce likelihood of injury and Worker's Compensation claims.
- Develop a 30-year master list of potential CIP projects.

*Goals & objectives continued*

- Continue to reduce Energy Demand and create fuel efficient operations.
- Established an Equipment Partnership with surrounding towns to reduce the rental or continued operations with the use of specialty equipment.
- Continued use of highly effective treated road salt for winter / ice removal.
- Continue Road Pavement Management utilizing prescribed rating system to identify priority of need and corresponding application.

Recent Projects:

- Building Maintenance completed various facility improvements which reduced contracted services funding.
- Building maintenance oversaw the replacement of Town Hall air handling units for improved energy efficiency, taking advantage of available grant incentives.
- Highway department staff reconstructed the retaining wall along the Connecticut River at Frisbie Park.
- Highway Department staff performed various drainage improvement projects throughout Town.
- Highway department continues to improve the pavement management program utilizing contracted and in-house personnel.
- Sewer department continues with Infiltration/Inflow Study of Metered Basins 1, 2, 3 & 4, utilizing contracted and in-house services. (Portable flow monitoring, groundwater monitoring, nighttime pipe weiring and TV inspections)
- Sewer Department inspected Phase II Northwoods Estates subdivisions main line sewers and service lateral installations.
- Sewer Department staff performing lateral inspections throughout the year.
- Sewer department staff performed jet truck cleaning maintenance of the sanitary sewer system.
- Sewer department staff mowed and maintained 35+ sanitary sewer rights of ways.
- Parks department maintained all parks and fields to include the restoration of the Town's Rose Garden at Pierson Park.
- Recycling Office expanded recycling opportunities at the Transfer Station.
- Vehicle Maintenance provided in-house service and repair of the large fleet of Town owned vehicles and equipment, reducing the need for contracted services funding.
- Engineering Department welcomed Mike Shewokis, L.S. as the new Engineering Technician.



*Recent projects continued*

- Engineering Department continued administration and maintenance of the Town's "General Permit for the Discharge of Stormwater from Municipal Separate Storm Systems" (MS4).
- Engineering Department obtained "Industrial Stormwater General Permits" at the Town Garage and Transfer Station, and began administration and maintenance of same.
- Engineering Department administered contracted services with professional consulting firms for the reconstruction of New Lane and the design of drainage improvements and roadway reconstruction of the Raymond Place neighborhood area.



Replacement of cross-culvert carrying Cromwell Creek under New Lane



New Lane cross-culvert complete



Shoveling Senior Center roof February blizzard

Interim Director of Public Works: Jon Harriman, P.E.

Administrative Secretary: Sharon Muller

Telephone: 860-632-3420

Fax: 860-632-3477

Office hours: Monday through Friday 8:30 am -4:00pm.

Transfer Station Hours of operation: Tuesday, Thursday, and Saturday 8:00am -3:00pm.

The Department of Public Works repairs and maintains the Town's physical infrastructure which includes but is not limited to Municipal Buildings, Parks and Athletic fields, Traffic Controls and Street signs, Municipal Equipment and Vehicles, Municipal Roads, Storm and Sanitary Sewers.

The Department contracts for Solid Waste and Recycling services and the Transfer Station and Municipal Buildings; Unleaded, Diesel and #2 fuel oil for all equipment, vehicles and buildings.

The Department also provides Leaf Collection Services in the fall and snow and ice control/removal in the winter. In addition, the Department provides technical and operational information and support to multiple Town Committees, Commissions and Authorities.



Constructed gabion basket wall at Frisbee Park along the Connecticut River



New energy efficient air handlers at Town Hall and Belden Public Library



Bucks Crossing Pump Station at the Northwood Estates project, upon completion ownership will be turned over to the CWPCA



Sewer Jet Truck used to clear sanitary sewer pipe obstructions and as a part of the maintenance program for cleaning sanitary sewer lines



## PLANNING DEPARTMENT

The Town of Cromwell Planning Department is responsible for providing technical assistance and administrative services to the Conservation Commission, the Cromwell Downtown Merchants Association, the Economic Development Commission, the Inland Wetlands and Watercourses Agency, the Planning and Zoning Commission and the Zoning Board of Appeals. The Department is responsible for promoting the town as attractive location for new businesses, retaining and expanding existing businesses and increasing the tax base and employment opportunities. The department staff provides technical assistance to residents, local businesses and developers on development related proposals and inquiries.

### PLANNING & ZONING COMMISSION

Members during the period of this report:

Alice Kelly/Chairman  
Chairman

Chris Cambareri/Member

Nicholas Demetriades/Member

Jeremy Floryan/Alternate

Fred Hayward/Alternate

Richie Waters/Member

Michael Cannata/Vice

Paul Cordone/Member

Brian Dufresne/Member

Joseph Garafalo/Member

Ken Rozich/Member

Jeremy Zeedyk/Member

The objectives and purpose of the Town of Cromwell Planning and Zoning Commission are those set forth in Section 8-2 and Section 8-19 (as amended) of the Connecticut General Statutes. During the twelve month period from July 1, 2013 to June 30, 2014 the Planning and Zoning Commission acted on forty four applications from homeowners, local businesses, land developers and municipal agencies for permission to conduct various activities. The Planning and Zoning Commission approved forty of those applications and denied four of those applications. The applications included:

1. Applications to amend the Zoning Regulations;
2. Applications to amend the Zone District Map;
3. Applications for the Reduction and or Release of Bonds;
4. Applications for Section 8-24 Mandatory Referrals from the Town of Cromwell;
5. Applications for Site Plan Approval;
6. Applications for Site Plan Modifications.
7. Applications for Special Permits and
8. Applications for Temporary Event Permits.



## **INLAND WETLANDS AND WATERCOURSES AGENCY**

Members during the period of this report:

Jonathan Beatty/Chairman  
Chairman

Joseph E. Corlis/Member  
Madeleine Lowry/Member  
Amanda Thomas/Alternate  
William Yeske/Member

Wynn Muller/Vice

Scott Lamberson/Member  
Alden Nettleton/Member  
John Whitney/Alternate  
Jeremy Zeedyk//Member

The objectives and purpose of the Town of Cromwell Inland Wetlands and Watercourses Agency are those set forth in Section 22a-42 (as amended) of the Connecticut General Statutes. During the twelve month period from July 1, 2013 to June 30, 2014 the Inland Wetlands and Watercourse Agency approved three applications to conduct regulated activities within the 100 Foot Upland Review Area. The Agency also approved two applications to conduct regulated activities within the Wetlands.

## **CONSERVATION COMMISSION**

Members during the period of this report:

Scott Lamberson/Chairman  
Joseph E. Corlis/Member  
John Whitney/Member

Joseph Cap/Member  
Amanda Thomas/Alternate

The objectives and purpose of the Conservation Commission of the Town of Cromwell are those set forth in Section 7-131 (as amended) of the Connecticut General Statutes. During the twelve month period from July 1, 2013 to June 30, 2014 the Cromwell Conservation Commission was involved in several issues of interest to the residents of Cromwell. These included the review and positive recommendation of two Open Space Subdivisions to the Planning and Zoning Commission. The Commission reviewed and issued a positive recommendation for one local farmer's application to the State of Connecticut Department of Agricultural Community Farms Program. The Commission also began the process to review and update the 2009 Town of Cromwell Open Space Plan.

## **ECONOMIC DEVELOPMENT COMMISSION**

Members during the period of this report:

Richard Nobile/Chairman  
Robert Jahn/Member  
Stanley Stachura/Member

Joseph Fazekas/Member  
Jay Polke/Member

The objectives and purpose of the Economic Development Commission of the Town of Cromwell are those set forth in Section 7-136 (as amended) of the Connecticut General Statutes. During the twelve month period from July 1, 2013 to June 30, 2014 the Cromwell Economic Development Commission was involved in several issues of interest to the residents of Cromwell. The Commission sponsored the Connecticut Premiere of the "American Made Movie" in August of 2013 at the Cromwell Town Hall. The Commission participated in the Middlesex Chamber of Commerce Business to Business Expo in October of 2013. The Commission sponsored the quarterly "Cromwell Works Event" in June of 2014. The Commission had six new, reusable, temporary "Welcome to Cromwell Home of the TPC" signs constructed and strategically located for the Travelers Championship at the TPC in June of 2014.

### **ZONING BOARD OF APPEALS**

Members during the period of this report:

Joseph R. Morin/Chairman  
Kimberly H. Enowitch/Member  
John Keithan/Member  
Samantha Cahill Slade/Member

Edward Wenners/Vice Chairman  
Brian Fisk/Alternate  
David Ricard/Member  
John Whitney/Alternate

In accordance with Section 8-6 (as amended) of the Connecticut General Statutes, the Cromwell Zoning Board of Appeals has the following powers and duties: (1) To hear and decide appeals of any order, requirement or decision of the Zoning Enforcement Officer; (2) to hear and decide on "change of non-conforming use" special permit applications; (3) to grant variances from the zoning regulations "in harmony with their general purpose and intent and with due considerations for conserving the public health, safety, convenience, welfare and property values" where, due to conditions unique to the parcel, a literal enforcement of the zoning regulations would result in exceptional difficulty or unusual hardship. The ZBA is also responsible for approving Connecticut Division of Motor Vehicles "dealers and repairers" licenses in accordance with Section 14-54 of the Connecticut General Statutes,

During the twelve month period from July 1, 2013 to June 30, 2014 the Zoning Board of Appeals approved 5 requests for variances from homeowners and denied none. The Board heard one appeal of an order by the ZEO which was later withdrawn by the ZEO.



## **Cromwell Public Schools**

### **Annual Report 2013-2014**

In 2013-2014 Cromwell Public Schools continued to provide students with a high quality educational experience in grades K through 12. Our district continues to hold high expectations for all students and our dedicated team of faculty, staff, and leaders work collaboratively with the entire Cromwell community to support our students.

Of particular notes this past school year:

- Deborah Sanders, CHS English Teacher, was selected as the Cromwell Public Schools Teacher of the Year. Ms. Sanders began her role as Teacher of the Year by delivering a speech to our graduating students in the Class of 2014.
- Our Secondary Programming Task Force completed phase one of their work which culminated in the creation of the new Freshman Academy program. This program is designed to assist students in the transition to high school and has a new curriculum focused on getting students college and career ready.
- In our annual Math-A-Thon our students raised well over \$7,600.00 to support the St. Jude's Hospital for Children. Students participated in math practice and enrichment to raise funds.
- Our partnership with community organizations has led to increased opportunities for our students to become active with others. Our students have volunteered at the Belden Library book sales, the Senior Center, and many other activities. In return, community members have come to our schools to help students with reading, learn about new careers, and enjoy sharing a hobby.
- Teachers and administrators participated in the first year of the newly designed Educator Assessment Plan. Teachers and administrators share student learning outcomes based upon student needs and develop classroom or school based instructional plans to support improvement. As a result, each school has a School Improvement Team that will regularly review data related to student academic and behavioral growth.

The Five Year Strategic Plan for Cromwell Public Schools has recently been approved by the Board of Education. This plan guides the work of our schools, leaders and faculty. Our revised mission statement continues to focus on providing students with programs and curriculum that are aligned with national and state standards and strengthen college and career readiness.

Our students in grades 3 through 11 participated in the field test of the Smarter Balanced Assessments. These assessments will replace both the CMT and CAPT tests and eventually provide the schools with important information on individual student growth. We are excited about the advent of these new assessments as the requirement is for students to apply what they have learned. We are confident that these assessments will provide us with valuable information as a piece of a whole picture of an individual student's success.



## **Edna C. Stevens Elementary School**

The Edna C. Stevens Elementary School continued its Professional Learning Community affiliation with CCSU this year. This partnership brings many opportunities for teaching and learning for everyone at Edna C. Stevens School. We welcomed the fall teacher candidates and student teachers to our building. Our special relationship with CCSU provides our children with additional hands to support the important work our teachers do.

The Cromwell Early Childhood/School Readiness Council and Edna C. Stevens School sponsored a Raising Readers Parent Book Club for parents of 4 and 5 year olds (birth dates 2008-2009) who live in Cromwell. Parents learned how to encourage their child's life-long love of reading, ways to participate in their child's literacy development and share experiences with other parents. Participants received a free book at each session to add to their child's library. Babysitting was available. The Raising Readers Book Club was held on Thursday evening's beginning on October 3<sup>rd</sup> through October 24<sup>th</sup> from 6:00pm to 7:00pm at Edna C. Stevens School Library. Miss Raffone, an ECS kindergarten teacher facilitating the Raising Readers Book Club.

In Physical Education, Kindergarten students took part in jump rope activities. They learned the concepts: under, over, next to, around, through and on while playing with the large jump rope. Students also had the opportunity to use the climbing ropes to improve muscular structure. The first graders took part in team and individual jump rope activities. Students learned timing and communication as they work together. Congratulations to first grade students for raising over \$4,000 for the American Heart Association during Hoops for Heart month in February. The second graders worked on team and individual jump rope activities.

**Our At Home/In School Reading Incentive Program this year was titled "Pig Out and Read".** Students handed in their completed pink pig reading maps in order to receive their prize and the next leveled reading map. Kindergarten, grade one, and grade two students listened to engaging winter themed stories and non-fiction related books and participated in creative writing activities in connection with the stories. All grade levels also learned the monthly PBIS skill of having "self-control" (physically and verbally).

Edna C. Stevens was chosen to be the host school for Wreaths Across America on December 10<sup>th</sup>. This project provides donated wreaths to be laid at the graves of veterans. This was an outstanding community event. The convoy bringing these wreaths stopped at Edna C. Stevens School on December 10<sup>th</sup>.

In addition, to honor this special occasion, ECS made a collage of our students' special veterans.

In the month of April, Kindergarten students read all different non-fiction books. They researched different animals both in the non-fiction books and on the learning website Pebble Go. The children learned about different non-fiction text features that have helped them to better comprehend non-fiction texts. The Kindergarten teachers worked on specific reading strategies to help students sound out unknown words as well as reread sentences to make sure what they are reading makes sense. The students also had extensive practice with retelling short stories. They identified and wrote about their favorite part in the stories as well as explaining why they like them using evidence from the text. In math, the Kindergarten classrooms completed Unit 8 which focused on height, weight, temperature and capacity. Students participated in a variety of hands on activities to help them understand the math concepts being taught. Students demonstrated their understanding of these math skills through math workstations.

In Reading, first graders culminated a unit on perseverance while practicing new strategies including *accountable talk* to share ideas in respectful ways so that everyone's voice is heard. They used strategies which included close reading and responding to text. They discussed the important parts of the story, the author's message, and identify character traits. First graders continued to stretch their retells using key



words and detail. Students continued to develop skills in phonics through word building, contextual application, and word study. They also continued to practice fluency, expression, and comprehension.

From Monday, June 9<sup>th</sup> through Friday, June 13<sup>th</sup>, during normally scheduled library classes, Mrs. Dougherty hosted a celebration to mark the end of the **At Home/In School Reading Incentive Program "Pig Out and Read"** by throwing a **"Read in the Barnyard Party"** held in the library media center. Every student was awarded a prize and a Certificate of Recognition for participating in the reading incentive program.

On Thursday, June 12<sup>th</sup>, the Edna C. Stevens School students and staff presented a Flag Day Assembly. The event was planned by a committee of teachers who worked collaboratively with Mrs. Chapman, the Music teacher. The event was a huge success! Several community members attended, including State Representative Christie Carpino, The Cromwell Police Department, Mayor Enzo Fienza, Dr. Talty, Mr. Maloney and several Veterans from Cromwell and other towns.

This year our pre-school students participated in a Field Day Unified Sporting event. Several parents and families attended to watch this fun day of activities. Each child received a medal for their participation.

### **Woodside Intermediate School**

WIS is a Professional Development School which collaborates with Central Connecticut State University (CCSU). CCSU places student interns/student teachers as part of their teacher education process. Additionally, CCSU professors provide our faculty with professional development in the critical areas of reading and mathematics. This year CCSU also had a Leadership cohort. Several teachers from WIS have been accepted into the program and are working toward obtaining their administrative degree and certification.

WIS teachers participated in the new state implemented Teacher Evaluation Plan. Teachers used these goals to develop their own Student Learning Outcomes (SLOs).

Grade level teams at WIS participated in weekly data team meetings for one hour. During this time they discussed new instructional strategies and assessments in the areas of literacy and numeracy. Teachers also scored common assessments, charted data, analyzed student work, discussed SLOs, reviewed materials, and discussed instructional strategies, interventions, and enrichment strategies. WIS teachers also started learning about using the Readers Workshop Model and piloted newly developed literacy units that are aligned with the CCSS.

On November 15 students at WIS participated in an outstanding cultural event through a visit from the Destiny Africa Children's Choir. The choir put on a 30 minute performance that was both entertaining and compelling. During the performances students saw amazing singing, dancing, and drumming. The performance also included a question and answer session so Cromwell students could learn more about these inspirational performers.

During November/December 2013 parents in the WIS community were invited to complete The Comprehensive School Climate Inventory (CSCI) from the National School Climate Center (NSCC). This is a nationally-recognized school climate survey that provides an in-depth profile of a school community's particular strengths and needs. This is an online survey that took parents about 20 minutes to complete. NSCC compiled all of the results, conducted a thorough data analysis, and sent WIS a detailed report of the results. These were used to see how the public perceives WIS and what future school planning initiatives need to take place.



On March 3 Scott Driscoll of Internet Safety Concepts made a presentation to fifth graders on Internet safety. Mr. Driscoll is a former police officer who has years of experience in helping to resolve cyber-issues and promoting online safety for students. Mr. Driscoll focused on keeping online connections safe, the dangers of various social media, and how online conversations (such as texting) can be misinterpreted and cause problems among students and friends. This program was brought to WIS courtesy of Cromwell Youth Services.

Beginning in March, all students at WIS began participation in the assessments created by the Smarter Balanced Assessment Consortium – better known as SBAC. Students completed the SBAC assessments in the area of Language Arts and Mathematics on the computer in the computer lab. Grade 5 students were the only students required to take the any part of the Connecticut Mastery Test (CMT). They participated in the Science Test.

The Earth Club, Future Problem Solvers and Running Club all enjoyed another successful year.

Throughout the spring many students from WIS participated in the Woodside Running Club. Students, teachers, and parents ran or walked the course which travels around the perimeter of our school grounds. Thanks to WIS Running Club coach Doug McGough for all of his time and energy! The WIS Running Club season concluded with the annual 5K held at Cromwell High School.

WIS enjoyed an exciting and productive year with the ECS/WIS PTO. During the year the PTO held two Book Fairs, a barbeque, Trunk-or-Treat, Cultural Night, Country Fair, Ice Cream Social, and Family Fun Night.

Congratulations to Mr. Doug Kiss, fifth grade teacher, was recognized as the 2014 WIS Teacher of the Year.

### **Cromwell Middle School**

The 2013-2014 school year began with students and teachers welcoming a new class of 141 sixth grade students. The new class of students from Woodside Intermediate School adjusted well to CMS and got off to a great start. In addition, the entire student body welcomed a new principal.

The Drama Club chose The Little Mermaid as this year's production. Over one hundred students had acting parts with additional students working behind the scenes to help deliver what was another outstanding event for the community. The presentation was held the first weekend in April.

In December the students had the opportunity to listen to Scott Driscoll, a retired state police officer, talk about internet safety. The information was well received by students as they heard all about the dangers involved in using technology in the 21<sup>st</sup> Century.

For the first time our S.T.E.M. team competed in a robotics tournament against other middle and **high schools. The competition was held at St. Paul High School.**

Grade 8 students traveled to the Bushnell in Hartford on Tuesday, January 14 to see "Warriors Don't Cry." Students witnessed the story of Dr. Melba Pattillo Beals, one of the Little Rock Nine, who integrated a segregated Central High School in 1957.

SBAC scheduling began. The window of testing was scheduled took place from February to May.



Our intramural volleyball teams and the Ski Club completed their season and we prepared for our spring sports season. Cromwell Middle School had six students selected to participate in the Northern Regional Music Festival in March.

The band and chorus students worked on preparing for the spring concerts and the 8<sup>th</sup> grade band spent a morning at CHS rehearsing with the high school band and joined the group for a number at the high school concert.

Our middle school students made *history* by being well represented in the winner's circle at the district History Day competition. Students from all grade levels competed with other students throughout the state.

The National History Bee for Middle School is a 3 stage academic tournament that promotes history education. Students from Cromwell Middle School qualified and were invited to the second stage of the National History Bee, which is the **Regional Finals**.

At the Manchester District History Day on March 15th, 20 Cromwell Public School students attended and nine students placed 1st, 2nd and 3rd to advance to Connecticut History Day being held on April 26th. The theme this year is "Rights and Responsibilities in History".

On April 26, 2014 at Central Connecticut State University, one of our 6<sup>th</sup> grade students received a special award from the Connecticut League of History Organizations.

The CMS Drama Club presented The Little Mermaid during the first weekend of April. The four shows were performed to near sell-out crowds. The play was a huge undertaking for students, parents, and friends but the final product was worth all of their hard work. Over 100 students took part in the show and all had a memorable experience.

Grade 6 science students presented their culminating project for climate change on Thursday, April 10, 2014 in a Science Night Open House at CMS.

Students prepared for our spring chorus and band concerts. Our band students performed on May 15<sup>th</sup> and our chorus students on June 5<sup>th</sup>.

The CMS Student Council donated \$1,150 to various fundraisers and projects this year! They kicked-off the school year with a "Give 2 the Troops" service project. Students decorated plastic bags that were filled with goods and sent to our servicemen and servicewomen overseas. The Student Council also organized an M&M sale to benefit the Cromwell Aspiring Teacher Scholarship at CCSU; over \$400 was raised.

On May 3<sup>rd</sup> all repeat inventors, represented Cromwell Middle School at the 31<sup>st</sup> Anniversary of Connecticut Invention Convention. On this daylong event at UCONN's Gampel Pavillion 770 students from all over CT attended to display their inventions.

Eighth graders taking French got to take part in field trip to La Petite France in West Hartford. It was a wonderful day filled with speaking in French, eating French food, and celebrating their hard work this year.

The class of 2021 joined us for lunch on June 11th and for our night orientation program which was presented to familiarize the students and their parents/guardians with our school. As part of the orientation, students met with the sixth grade teachers and walked the hallways in which most of their classes will be held. The following week, our school counselors visited WIS and answered any questions that the students had.



Teachers and staff organized our second Variety Show on June 10<sup>th</sup>. Students and teachers displayed varying talents in front of a large audience. The Student Council finished the year by participating in the Rock n' Read program. One hundred and fifty students were recognized and promoted to 9<sup>th</sup> grade.

With the end of the 2014 school year, we would like to report on some of our year-long activities. We kicked off the year with a service project for "Give 2 the Troops", students decorated plastic bags that were filled with goods and sent them to our servicemen and servicewomen overseas. The Student Council also organized a "No Homework Week" for the CMS students. Teachers volunteered to have a week of no homework if students were able to raise the most money in their containers. Through the efforts of both the CMS students and our Student Council, over \$500 was raised to support Cromwell children during the holiday season.

### **Cromwell High School**

On June 19, 2014, one-hundred thirty (130) students graduated from Cromwell High School. Sixty-three percent (63%) of our graduates are attending four-year colleges; twenty-nine percent (29%) are attending community colleges; three percent (3%) are attending technical colleges; 1 percent (1%) have entered the military and four percent (4%) are actively employed. Some of the outstanding four-year colleges that our graduates are attending include: Bates College, Bentley University, Boston College, University of Chicago, The Fashion Institute of Technology, Rensselaer Polytechnic Institute and the University of Connecticut. Graduates are also attending community and technical colleges such as; Middlesex Community College, Manchester Community College, Tunxis Community College, Gateway Community College, Porter and Chester Institute of Technology and the International Institute of Cosmetology. One (1) student enlisted in the military, the United States Marine Corps. Four (4) students entered employment after graduation. One (1) student committed a year to a religious mission.

This year, Cromwell High School developed a School Improvement Team (SIT) to address the two-year report that is required by the New England Association of Schools and Colleges (NEASC). This team worked twice a month to develop and implement the fifty-six recommendations given to the school from the original visit. The team established committees and facilitated the entire staff in working on the recommendations. We will submit this report in October 2014 and will receive direction on next steps in the process from there. This year NEASC asked that we submit a response to a "special progress" report in December of 2013. This report included four areas of concern that needed immediate attention. The school addressed and completed the directives and was commended for their timely response to these issues.

During the 2013-2014 school year the PBIS Team (Positive Behavior Interventions and Supports) acknowledged each individual staff, faculty and administrative team member for their commitment to sustaining a positive school climate at Cromwell High School. Beginning in July 2013, the PBIS team met for three days to work on converting the school-wide positive behavior support motto to Respect, Responsibility and Safety (RRS). The PBIS team conducted a staff training and distributed informational folders on positive behavior management skills to all teachers in August 2013. New signage and positive reinforcement Panther Points were created by students to reflect the new RRS slogan. At the start of the school year, RRS posters were hung all around the school and in each classroom. With the help of a \$500 grant to defer costs, and administrative support, the PBIS Team designed and purchased an RRS t-shirt for every staff member in the building. Additionally, the team started and sustained a new tradition for staff members to recognize colleagues in the areas of Respect, Responsibility and Safety at monthly faculty meetings. The PBIS team met monthly and developed three Connections lessons, one for each area of Respect, Responsibility and Safety. The team also coordinated a delicious breakfast for all staff in March 2014, and maintained a public "Data Wall" tracking student behavior. At the end of the school year the PBIS Team conducted a survey of all staff members about PBIS. The school has experienced a



significant reduction in office referrals over the past few years, which we believe is in part due to strong teamwork and acting proactively to prevent behavioral issues from escalating. We are very proud of the results.

The Safe School Climate Committee was renamed the School Safety and Security Committee according to state mandate. In renaming the committee, its membership was updated to include the school nurse, Mrs. MacAlpine and our new school resource officer Jason Tolton. The team met monthly to discuss and implement updates in lockdown drills and discussed updates in the status of school climate and discipline.

The Student Council had another positive year organizing, participating and leading several activities at Cromwell High School and throughout the Cromwell community. Some of these were organizing Freshman Orientation, Open House, 8<sup>th</sup> grade Orientation, Homecoming Week, Fall Talent Show, Cromwell Youth Services Holiday Party, Leadership Conference, running the Semi-Formal Dance, Teacher Appreciation luncheon, four Blood drives and Mr. Cromwell. The Student Council also were able to be involved in many community events such as, Leveling of books at WIS, Trick or Trunk at ECS, Math night at ECS, helping with lining up participants in the Memorial Day parade, Lids for Kids for CCMC, Holiday Shop at WIS, Book Drive and Fair for the Belden library, Senior dinners which assisted the Cromwell Senior center, and Thanksgiving and Easter Food Basket Drives which assisted Cromwell Human Services. In total, beyond the 30 hours of community service required of all Cromwell students, the 2013-14 Student Council had approximately 1000 hours of volunteering in and outside of the Cromwell High School. This year's Student Council fulfilled their goal of the three C's: Communication, Commitment and Community. The group continues to learn and master the qualities of a leader through participation in various events in the school and community.

Cromwell High School enjoyed tremendous success in athletics for the 2013-2014 school year. Seven of our teams qualified for their respective CIAC State Tournaments. The Cromwell High School boys soccer team won the Class S State Tournament by defeating Bolton High School 3-0. Our boys and girls basketball teams won the 2013-2014 Shoreline Conference Tournament titles and both teams advanced to the semifinals of the CIAC State Tournament. Cromwell won three Shoreline Conference Tournament championships during the 2013-2014 school year.

- Girls Basketball won their fourth SLC title, third in a row ('10, '12, '13 '14).
- Boys Basketball won their third SLC title ('09, '12, and '14).
- Baseball won their second SLC title ('12, '14).

In 2013 the Board of Education approved the addition of boys and girls lacrosse. Boys Lacrosse is currently on schedule to become a varsity sport for the 2015-16 school-year and Girls Club Lacrosse is not far behind. Cromwell had 9 All-State student-athletes, 22 First Team All-Conference student-athletes, and 13 Second Team All-Conference student-athletes. More importantly, our success on the field/court was equaled in the classroom. Cromwell Athletics had 11 Shoreline Conference Scholar Athletes for the 2013-2014 school-year. In order to be a Shoreline Conference Scholar Athlete you must earn 1<sup>st</sup> Team All-Conference honors and maintain a cumulative B+ G.P.A. This was an excellent accomplishment for our student-athletes.

The Cromwell High School Concert Choir, Select Choir, Men's Choir and Women's Choir performed a Holiday Concert, the Annual Voices of Hope Benefit Concert (raising \$1000 for the Leukemia and Lymphoma Society), The Vocal Cabaret Concert with Awards and a Reception and a Concert at the Cromwell Middle School during the school year 2013-14. In addition the Concert Choir performs at the Cromwell High School Graduation each year.

Thirty eight members of the Concert Choir also went to Disney World at the end of April 2014 where they took an educational Workshop directed by Disney professionals and performed successfully at Downtown Disney.



The All School Production of "Chicago A Musical Vaudeville" by Fred Ebb and Bob Fosse, music by John Kander, was presented during the last weekend of February 2014. "Chicago" is an entertaining satirical musical about the concept of the "celebrity criminal". The Musical, performed with a live band on stage, contains many entertaining songs and dance numbers such as "All That Jazz" and the "Cell Block Tango". There were 30 students who actively participated in the musical with a lot of assistance from parents and school administration.

Cromwell High School's School to Career program participated in their 9<sup>th</sup> Annual Career Expo at Wesleyan University. The Expo is organized and coordinated with the Consortium of Schools and the Chamber of Commerce. The Expo allows students to speak with Professionals in all career cluster areas in an effort to better inform and help shape the choices of the students. The over 100 presenters were able to share information about education requirements, job benefits, specific job skills needed and any other questions the students might have had. The Expo served as a tool to help students begin to focus on career areas that may be of an interest to them and begin to take classes in high school that will help them gain the needed skills. The Career Expo will continue to grow and provide professionals from both areas of student interest and areas where there is need and growth in the state of Connecticut. The School to Career program also provides students an opportunity to stay after school to work on resume writing and interview skills. Some students were even able to work during the school day on the resume writing. Next year the program will work with the guidance department to expand the resume and interview skills workshops. The effort will be to reach more students that are beginning to enter the workforce. This year a Job Shadow program was developed to offer students an opportunity to gain valuable insight into different careers in the professional setting. Work will continue to expand this program and make sure all needed documentation is developed to make it a successful venture.

## **Division of Teaching and Learning**

The district continued its work to align curriculum, instruction, and assessments to the Connecticut Core Standards through the ongoing process of curriculum review and redesign, examining the instructional practices utilized to best support student learning and the careful analysis of work samples and assessments to inform the classroom instruction.

### **English Language Arts**

#### **Curriculum**

At the K-5, level teachers moved towards a "workshop" model. Units developed by teacher leaders were designed to support this structure for teaching and learning. Carefully designed lessons supported high levels rigor for students as actively engaged as readers with text. Classroom libraries are being leveled to better align with literacy assessments that support instruction. Informational texts have been added to complement the ELA curriculum

At the secondary level, particular emphasis has been placed on discipline literacy. Through our professional development partnership with Central Connecticut State University, Dr. Sally V. Drew worked with teachers to examine their curriculum to include explicit discipline literacy strategies.

#### **Instruction**

Professional development opportunities this year focused on the instructional strategies to best leverage instruction and provide students authentic experiences to construct meaning. Classroom coaching sessions with consultants, faculty from the Reading Department as well as the Common Core Supervisor, helped teachers integrate theory into practice. A highlight at the K-5 level was the use of Accountable Talk, which shifts conversation from being teacher directed to student directed.



With the upcoming implementation of the 1:1 devices, teachers have been engaged in looking at how digital tools can complement their instruction and provide students with opportunities to demonstrate learning.

## **Assessment**

Our students continued participated in a variety of assessments this year including the Smarter Balance Assessment. While there will not be specific individual student data available until 2015, it provides faculty and administrators with information about the types of tasks students will be required to perform.

The K-5 level has started the process of revising student report cards to be standards based. The committee will continue their efforts during the 2014-2015 academic year. Communication about these changes will occur regularly throughout the year.

## **Mathematics**

### **Curriculum**

Grades K-2 continued use of the Connecticut Core Standards-aligned curriculum written in 2012, with minor adjustments. These adjustments included consolidation of units, movement away from Scott Foresman resources, and increased rigor. Curriculum writing for grades 3-5 commenced in August 2013, with units created as the year progressed. Monthly Data Team meetings were used to align curriculum, instruction, and assessment, and provide professional development to teachers with respect to the Connecticut Core Standards. The grade 3-5 curriculum is scheduled for completion during the summer of 2014.

Grades 6-8 started the 2013-14 school year using a transitional curriculum written in 2011-12. With the knowledge that CMT testing was suspended, Barbara Budaj partnered with grade level teachers to rewrite the curriculum map to better align with the Connecticut Core Standards. A half-day professional development session helped teachers see the coherence of the CCS and infuse it into the updated curriculum. A primary goal for the 2014-15 school year is to identify additional resources and increase the rigor/pacing of curriculum implementation.

Grades 9-12 rewrote curriculum in 2013 to align with the Connecticut Core Standards during a week-long session. The Algebra I and Geometry curricula were fully implemented during the 2014-15 year. Teachers of advanced courses began the transition to the new curricula. Because students did not experience the CCS Algebra I and Geometry courses, some adjustments were required. Further transition to these curricula will continue in 2014-15.

### **Instruction**

Edna C. Stevens teachers continued use of Math Work Stations (Debbie Diller), using the model to support gradual release of responsibility to students. Data Team time was used to share work stations, best practices, and instructional resources. Teachers also received a number of resources to support implementation of the new curriculum. During Data Team time, teachers discussed ways to use these resources to support student discourse, discovery, and conceptual understanding.

At Woodside Intermediate School, Data Team Meetings were used as the springboard for change in instructional practice. Each month, demonstration lessons provided the impetus for teacher discussion. Conversation focused heavily on the mathematics at the heart of each lesson. Teachers asked critical clarifying questions and discussed experiences in their classrooms. During the 2013-14 year, teachers piloted a number of resources – *My Math*, *Math in Focus*, *EnVisions Math*, and *Math Expressions*. Though not a perfect match, we determined *Math in Focus* to be best aligned with our district curriculum. Books were purchased for all of grade 3, with pilot sets for a grade 4 and grade 5 classroom.



At Cromwell Middle School and Cromwell High School, the teacher evaluation rubric helped narrow instructional focus on two primary areas: literacy in mathematics and student ownership of learning. As the year progressed, teachers increased use of literacy strategies such as the DIIS method of problem solving, the Frayer model for vocabulary, and the use of multiple mathematical representations (graph, equation, verbal model, table). Strategies to promote student ownership included formative assessments, student self-evaluations, use of school-wide rubrics, and exit tickets with a metacognitive focus.

### **Assessment**

Students in grades 2-10 took the SMI (Scholastic Math Inventory) assessment at least two times during the school year. Assessment data was used to identify students in need of intervention and enrichment, as well as determine specific areas of student need. Further, teacher-specific data was analyzed for the elementary grades.

The recently-purchased Acuity assessment tool was used for students in grades K-8. Custom assessments were made for grades K-5 to align with teacher/school mathematics goals. After an on-line pilot test with one kindergarten class, it was determined that students in grades K and 1 would take the assessment on paper, with their responses uploaded to Acuity. At ECS, parallel assessments were administered 2-3 times during the school year. Students in grades 3-5 took the assessment in January only. SBAC testing made computer availability difficult for a year-end assessment.

Students in grades 3-8 and 11 took the field test of the SBAC (Smarter Balanced Assessment Consortium) assessment.

For all mathematics units in grades K-5, a common unit assessment was administered. Most grade 6-12 unit assessments and performance-based assessments were common, with minor adjustments based on the pace at which students were acquiring the curriculum. Teachers collaborated on all assessments. Cromwell High School examinations were common assessments.

Two primary areas focus for the 2014-15 school year are further alignment of assessments to the Connecticut Core Standards and analysis/use of data from assessments to inform curriculum and instruction.

Paula M. Talty, Ed.D.

Superintendent of Schools

*And*

John Maloney

Assistant Superintendent of Schools

## CROMWELL PUBLIC SCHOOLS

[www.cromwell.k12.ct.us](http://www.cromwell.k12.ct.us)

Our Town operates four Public schools – One High School (grades 9-12); one Middle School (grades 6-8); one Intermediate School (grades 3-5); one Elementary School (grades PreK-2).

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9 Captain James Mann Memorial Drive  
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30 Woodside Rd., Cromwell, CT 06416  
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Christopher Butwill, Principal

#### EDNA C. STEVENS SCHOOL

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860-632-4866  
Lucille DiTunno, Principal

### IMPORTANT NUMBERS

Building Community Use – 860-632-4862

Busses and Student Transportation – 860-632-4860

Curriculum/Instruction – 860-632-6046

Employment Applications – 860-632-4830

Maintenance – 860-632-4862

Special Education – 860-632-4836

Working Papers – Cromwell High – 860-632-4841

Cafeteria Services

Edna C. Stevens – 860-632-4869

Woodside Intermediate – 860-632-3543

Cromwell Middle – 860-632-4859

Cromwell High – 860-632-4849





## **The Lower Connecticut River Valley Council of Governments (RiverCOG)**

RiverCOG is the first re-designated and merged region in the evolving reorganization of Connecticut's nine Regional Planning Organizations. RiverCOG is governed by the 17 chief elected officials of its member towns: Chester, Clinton, Cromwell, Deep River, Durham, East Haddam, East Hampton, Essex, Haddam, Killingworth, Lyme, Middlefield, Middletown, Old Lyme, Old Saybrook, Portland, and Westbrook. RiverCOG program focuses on weaving together the goals and programs of the member municipalities within collective guidance provided by the RiverCOG board under the authority of the State Plan of Conservation and Development and Connecticut Statutes. These efforts are supported by RiverCOG staff with extensive knowledge in federal, state, regional, and local land use and transportation planning, environmental stewardship, economic growth, housing, and agriculture, human services, waste management, housing, energy, mapping, and demographics. The following is a quick synopsis of the RiverCOG work program over the last year. Additional details are available at our website: [www.rivercog.org](http://www.rivercog.org).

RiverCOG provides coordinated local and regional involvement for effective planning practices and land use strategies; assisting member municipalities, as requested, with updates to their Plans of Conservation and Development, regulations, site plan reviews and other land use matters. Under state statute, RiverCOG through its Regional Planning Commission (RPC) reviews proposed zoning text and map changes that affect property within 500 feet of municipal boundaries and subdivisions which touch or cross town lines. The RPC is also working on the outline and outreach methods for the RiverCOG Plan of Conservation and Development. The RPC includes a representative and alternate from each municipal Planning Commission in the region. The RPC meets monthly on the fourth Monday of each month.

RiverCOG also provides inclusive and cohesive transportation planning, through its partner organization, the River Metropolitan Planning Organization (RiverMPO). This year, RiverMPO received its official re-designation from the Governor, making it one of the first MPOs in the United States to formally re-designate and merge two MPO organizations. The responsibility of RiverMPO is to enact and foster the planning requirements of the U.S. Department of Transportation; a complex process of public outreach and long range planning for transportation improvements in the region.

RiverCOG works with municipal economic development commissions and coordinators, the Middlesex Chamber of Commerce and other local chambers of commerce, the Connecticut Center for Economic Analysis, as well as state and local business groups to promote strategic and sustainable regional economic growth.

RiverCOG worked over the past year in several key areas in environmental analysis. A strategic planning document in progress is "The Lower CT River and Coastal Region Land Trust Exchange Natural Resource Based Strategic Conservation Plan, A GIS Overlay Analysis". Over the last year, RiverCOG has been working to collect and catalogue regional datasets: CAMA data, census and other statistical information.



RiverCOG has partnered with the University of Connecticut Data Center to gather regional census data and assemble analysis of regional trends and collective statistics.

Household hazardous waste (HHW) collections and recycling programs for the lower nine communities of RiverCOG cooperatively are held at Dump Road in Essex with satellite collections available to the 17 towns in other locations. A total of 2,336 vehicles representing 2,796 households brought in 55,920 pounds of hazardous waste. RiverCOG staff also work with the Connecticut Resources Recovery Authority and CTDEEP to organize recycling and paper shredding events. These programs divert household hazardous waste, including paint, pesticides, and other flammable or corrosive materials from the general waste stream, and foster current best practices in recycling.

In the area of emergency management, RiverCOG continues as administrator of state and federal Homeland Security funds for the 30 towns of DEMHS Region 2. As Fiduciary Agent, RiverCOG is responsible for oversight of all Region 2 Homeland Security Grant Program Funds. Over the last year, RiverCOG successfully completed 10 separate Natural Hazard Mitigation Plans (NHMPs) throughout the region; 1 collaborative plan which covers the northern eight towns of the region, and 9 individual plans, 1 for each of the southern towns.

RiverCOG hosts various regional initiatives and commissions through meeting space or staff support including: the Gateway Commission, the Shoreline Basic Needs Task Force, the Coast Guard Auxiliary, the Regional Agricultural Commission, and other groups as space and time permits. RiverCOG has begun to supplement existing shared service programs by evaluating other opportunities for shared cost savings and services between two or more member towns in the areas of on-line permitting, animal control, pavement management software, cooperative purchasing, energy and other programs. The River COG board continued an annual “dues” schedule at the same rate as last year while programs and opportunities continue to expand for the new organization. RiverCOG staff is attentive to grant opportunities that will benefit the region.

Current officers for River COG are Cathy Iino (Killingworth), serving as Chairperson, Dick Smith (Deep River) as Vice-Chairperson, Susan Bransfield (Portland) as Secretary, and Ed Meehan (Chester) as Treasurer. RiverCOG welcomes Paula Fernald as the new Financial Administrator for RiverCOG. Paula takes over for Dorothy Papp, who is repurposing her time in a new part-time career. Dorothy’s positive and insightful financial skills were a valuable contribution to RiverCOG through a complicated merger process.

The Executive Director is currently vacant due to the unexpected passing of RiverCOG Executive Director, Linda Krause. Linda is greatly missed and her legacy to promote the friendly collaboration between our member towns and the value of our region will continue on through the enthusiastic work of the agency, its staff and the region’s board, and committees.



### JULY 2014

S	M	T	W	T	F	S	
		1	2	3	4	5	1st Tax Installment
6	7	8	9	10	11	12	Due
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	4th Town Hall Closed
27	28	29	30				

### JANUARY 2015

S	M	T	W	T	F	S	
				1	2	3	2nd Tax Installment
4	5	6	7	8	9	10	Due
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	1st. Town Hall Closed
25	26	27	28	29	30	31	

### AUGUST 2014

S	M	T	W	T	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

### FEBRUARY 2015

S	M	T	W	T	F	S	
1	2	3	4	5	6	7	Sr Tax Abatement
8	9	10	11	12	13	14	Filing Period Begins
15	16	17	18	19	20	21	Deadline to submit appeal
22	23	24	25	26	27	28	for Bd of Assessment
							Appeals

### SEPTEMBER 2014

S	M	T	W	T	F	S	
	1	2	3	4	5	6	1st Town Hall Closed
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					Deadline to file DD214
							Veterans Exemption

### MARCH 2015

S	M	T	W	T	F	S	
1	2	3	4	5	6	7	Town Council Budget
8	9	10	11	12	13	14	Hearings -Dates TBD
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

### OCTOBER 2014

S	M	T	W	T	F	S	
			1	2	3	4	Sewer Assessment
5	6	7	8	9	10	11	Payment Due
12	13	14	15	16	17	18	Energy Assist Filing
19	20	21	22	23	24	25	Period Begins
26	27	28	29	30	31		
							13th Town Hall Closed

### APRIL 2015

S	M	T	W	T	F	S	
			1	2	3	4	Board of Finance Budget
5	6	7	8	9	10	11	Hearings -Dates TBD
12	13	14	15	16	17	18	Winter Parking Ban Ends
19	20	21	22	23	24	25	
26	27	28	29	30			

### NOVEMBER 2014

S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	Election Day
9	10	11	12	13	14	15	Winter Parking Ban
16	17	18	19	20	21	22	Begins
23	24	25	26	27	28	29	11th 27th & 28th
30							Town Hall Closed

### MAY 2015

S	M	T	W	T	F	S	
					1	2	
3	4	5	6	7	8	9	Budget Referendum
10	11	12	13	14	15	16	Rental Rebate Filing
17	18	19	20	21	22	23	Period Begins
24	25	26	27	28	29	30	
31							

### DECEMBER 2014

S	M	T	W	T	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	25th & 26th
28	29	30	31				Town Hall Closed

### JUNE 2015

S	M	T	W	T	F	S	
	1	2	3	4	5	6	Dog License Renewal
7	8	9	10	11	12	13	Month
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

## PHONE DIRECTORY FOR TOWN HALL SERVICES

Absentee Ballots	Town Clerk	860 632-3440
Accounts Payable	Finance	632-3414
Agendas & Minutes	Town Clerk	632-3440
Adoptions	Probate Court	347-7424
Alarm System Registration & Renewals	Police	635-2256 x 23
Application-Exception-Drinking on Public Property	Police	635-2256 x 13
Assessments	Assessor	632-3442
Bids, Invitations to	Public Works	632-3420
Billing Errors, Taxes	Tax Collector	632-3445
Billing Errors, Water	Water District	635-4420
Birth Certificates	Town Clerk	632-3440
Blasting Permits	Fire Marshal	635-3188
Block Party Permits	Police	635-2256 x13
Board of Assessment Appeals	Assessor	632-3442
Building Inspections & Permits	Building	632-3428
Chamber of Commerce	Chamber	347-6924
Commissions & Committees	Mayor	632-3412
Community Development Block Grant	Planning	632-3422
Police Community Room Scheduling	Police	635-2256 x23
Contractor Licenses	Building	632-3428
Daycare, Complaints/Referrals	Public Health	632-3426
Deeds	Town Clerk	632-3440
Demographic Information	Planning	632-3422
Design Review	Engineering	632-3492
Disabilities, Information	Human Services	632-3449
Disable/Elderly Tax Relief Program	Assessor	632-3442
Discharge Records, Military	Town Clerk	632-3440
Disease Control	Public Health	632-3426
Dog Complaints-Non Emergency	Animal Control	632-2256 x29
Dog Complaints, Emergency	Police -911 or	635-2256 x0
Dog Licenses	Town Clerk	632-3440
Animal Control Officer	Police	635-2256 x29
Drainage Problems	Public Works	632-3420
Transfer Station Pass	@Transfer Station	632-3470
Economic Development	Planning	632-3422
Elderly Information	Senior Services	632-3447
Emergency	Police/Fire/Ambulance	911
Employment Application	Human Resources	632-3409
License to Solicit	Police	635-2256 x13
Parking Ticket Complaints/Objections	Police	635-2256 x23
Parking Ticket Payments	Town Clerk	632-3440
Pawn Broker Permits	Police	635-2256 x13
Pistol Permits	Police	635-2256 x13
Police Department Reports	Police	635-2256 x22
Police Department- Emergency	Police	911
Police - Routine (Non-Emergency)	Police	635-2256 x0



Post Office		635-5611
Raffle Permits		635-2256 x13
Precious Metals Permits	Police	635-2256 x13
Second Hand Dealer Permits	Police	635-2256 x13
Solicitor/Peddler Permits	Police	635-2256 x13

## PHONE DIRECTORY FOR TOWN DEPARTMENTS

Assessor	632-3442
Building Inspector	632-3428
Engineering	632-3492
Finance	632-3414
Health	632-3426
Human Services	632-3449
Library	632-3460
Mayor	632-3412
Park & Recreation	632-3467
Public Works	632-3420
Registrar of Voters (Election Administrators) -Democratic	632-3418
Registrar of Voters (Election Administrators) -Republican	632-3458
Senior Services	632-3447
Senior Transportation	632-3451
Sewer	632-3430
Tax Collector	632-3445
Town Clerk	632-3440
Town Manager	632-3412
Town Planner	632-3422
Youth Services	632-3474
Zoning Compliance	632-3422

## PHONE DIRECTORY FOR BOARD OF EDUCATION

Board of Education/Superintendent	632-4830
Edna C. Stevens School	632-4866
Cromwell Middle School	632-4853
Woodside Elementary School	632-3564
Cromwell High School	632-4841

## PHONE DIRECTORY FOR FIRE DISTRICT

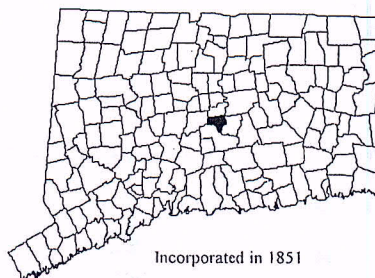
Chief		635-5211
Fire Department		635-5211
Fire Department Emergency	911 or	635-1445
Water Department		635-4420
Fire District		635-1312
Fire Marshall		635-3188

# Cromwell, Connecticut

## CERC Town Profile 2013

Town Hall  
41 West Street  
Cromwell, CT 06416  
(860) 632-3410

*Belongs to*  
Middlesex County  
LMA Hartford  
Middlesex County Economic Dev. Region  
Midstate Planning Area



Incorporated in 1851

### Demographics

Population (2011)	Town	County	State	Race/Ethnicity (2011)	Town	County	State
2000	12,871	155,071	3,405,565	White	12,838	147,521	2,796,198
2010	13,888	164,774	3,545,837	Black	447	7,350	347,941
2011	13,951	165,274	3,558,172	Asian Pacific	440	4,329	135,435
2020	14,854	171,310	3,690,997	Native American	0	222	8,104
'11-'20 Growth / Yr	0.7%	0.4%	0.4%	Other/Multi-Race	226	5,852	270,494
				Hispanic (any race)	583	7,634	463,407
Land Area (sq. miles)	12	369	4,845	Poverty Rate (2011)	2.6%	5.9%	9.5%
Pop./ Sq. Mile (2011)	1,126	448	734	Educational Attainment (2011)			
Median Age (2011)	44	43	40	Persons Age 25 or Older	Town	%	State
Households (2011)	5,733	66,798	1,360,115	High School Graduate	2,882	28%	678,312
Med HH Inc. (2011)	\$80,426	\$77,095	\$69,243	Associates Degree	777	7%	176,216
				Bachelors or More	4,209	41%	861,770
Age Distribution (2011)							
	0-4	5-17	18-24	25-49	50-64	65+	Total
Male	372 3%	1,159 8%	362 3%	2,193 16%	1,682 12%	881 6%	6,649
Female	309 2%	1,025 7%	358 3%	2,390 17%	1,674 12%	1,546 11%	7,302
County Total	8,341 5%	27,052 16%	13,057 8%	55,034 33%	36,779 22%	25,011 15%	165,274

### Economics

Business Profile (2012)	Units	Employment	Top Five Grand List (2009)	Amount	% of Net
Sector					
Total - All Industries	424	6,474	Covenant Home Inc.	\$24,674,470	1.8%
23 Construction	38	379	Shaner SPE Associates	\$12,589,500	0.9%
31 Manufacturing	16	393	Algonquin Gas Transmission	\$10,025,780	0.7%
44 Retail Trade	44	1,097	Infinity Cromwell Prop	\$8,761,700	0.6%
62 Health Care and Social Assistance	48	1,419	Main Street Equity	\$8,733,930	0.6%
72 Accommodation and Food Services	44	938	Net Grand List (2009)	\$1,376,551,419	
Total Government	14	589	Top Five Major Employers (2012)		
Local/Municipal Government	12	557	Stop & Shop	Millane Nurseries	
			Wal-Mart	Apria Healthcare	
			Covenant Village		

### Education

2010-2011 School Year	Town	State	Connecticut Mastery Test Percent Above Goal						
Total Town School Enrollment	2,050	548,313	Grade 4	Grade 6	Grade 8				
Most public school students in Cromwell attend Cromwell School District, which has 2,016 students.			Town	State	Town	State	Town	State	
			Reading	71 63	78 76	84 75			
			Math	77 67	75 72	82 67			
			Writing	73 67	64 65	82 65			
For more education data see:	Students per Computer	Town	State	Average Class Size			Average SAT Score		
<a href="http://sdeportal.ct.gov/Cedar/WEB/ResearchandReports/SSPReports.aspx">http://sdeportal.ct.gov/Cedar/WEB/ResearchandReports/SSPReports.aspx</a>	Elementary:	3.6	4.1	Grade K	20.3	Grade 2	18.9	Reading	504 502
	Middle:	2.3	2.7	Grade 5	23.1	Grade 7	22.7	Writing	496 506
	Secondary:	2.0	2.9	High School	16.4			Math	499 506



# Cromwell

## Connecticut



### Government

Government Form: Selectman-Town Meeting

Total Revenue (2011)	\$44,077,961	Total Expenditures (2011)	\$43,732,539	Annual Debt Service (2011)	\$4,188,778
Tax Revenue	\$36,823,715	Education	\$26,568,344	As % of Expenditures	9.6%
Non-tax Revenue	\$7,254,246	Other	\$12,975,417	Eq. Net Grand List (2009)	\$1,871,234,450
Intergovernmental	\$6,066,793	Total Indebtness (2011)	\$31,161,243	Per Capita	\$134,129
Per Capita Tax (2011)	\$2,640	As % of Expenditures	71.3%	As % of State Average	89%
As % of State Average	104.5%	Per Capita	\$2,234	Date of Last Revaluation (2011)	
		As % of State Average	98.8%	Moody's Bond Rating (2008)	A1
				Actual Mill Rate (2011)	26.84
				Equalized Mill Rate (2011)	19.70
				% of Grand List Com/Ind (2009)	17.9%

### Housing/Real Estate

Housing Stock (2012)	Town	County	State	Owner Occupied Dwellings (2011)	4,670	50,865	937,339
Existing Units (total)	5,765	74,349	1,481,396	As % Total Dwellings	78%	68%	63%
% Single Unit	71.3%	75.3%	64.4%	Subsidized Housing (2012)	417	6,109	161,379
New Permits Auth. (2012)	42	249	4,669	Distribution of House Sales (2010)	Town	County	State
As % Existing Units	0.73%	0.33%	0.32%	Number of Sales			
Demolitions (2012)	2	37	955	Less than \$100,000	5	56	1,114
House Sales (2010)	147	825	17,157	\$100,000-\$199,999	42	195	5,005
Median Price	\$263,000	\$262,500	\$246,000	\$200,000-\$299,999	38	244	4,614
Built Pre 1950 share (2011)	16.7%	24.2%	30.6%	\$300,000-\$399,999	26	152	2,589
				\$400,000 or More	36	178	3,835

### Labor Force

Place of Residence  
(2012)

	Town	County	State
Labor Force (Residence)	7,992	93,193	1,879,473
Employed	7,443	86,592	1,722,407
Unemployed	548	6,600	157,074
Unemployment Rate	6.9%	7.1%	8.4%

Place of Work (2012)

# of Units	424	4,957	111,933
Total Employment	6,474	66,229	1,628,028
2000-'12 AAGR	0.7%	-0.2%	0.2%
Mfg Employment	393	9,624	165,206

Connecticut Commuters (2010)

Commuters into Town from:		Town Residents Commuting to:	
Middletown	754	Hartford	1,098
Cromwell	740	Cromwell	740
New Britain	357	Middletown	657
Hartford	269	Rocky Hill	405
Meriden	228	East Hartford	278
Berlin	182	Farmington	247
Rocky Hill	173	New Britain	224
Newington	162	Wallingford	203
Bristol	152	Berlin	196
Manchester	130		

### Other Information

Library (2011)

Public web computers	7
Circulation per capita	7.6

Families Receiving (2013)

Temporary Assistance	38
Population Receiving (2013)	
Food Stamps	548

Residential Utilities

Electric Provider  
Connecticut Light & Power  
(800) 286-2000

Gas Provider  
Yankee Gas Company  
(800) 989-0900

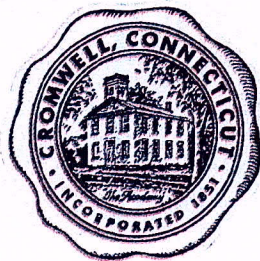
Water Provider  
Municipal Provider  
local Contact

Cable Provider  
COMCAST/MIDDLETOWN  
(800) 266-2278

Crime Rate (2011)	Town	State
Per 100,000 Residents	2,387	2,234

Distance to Major Cities	Miles
Hartford	11
Boston	99
New York City	93
Providence	66





Cromwell Town Hall  
41 West Street  
Cromwell, CT 06416  
Hours 8:30 a.m. - 4 p.m. Monday - Friday  
Visit us at [www.cromwellct.com](http://www.cromwellct.com)





