

**TOWN OF CROMWELL
TOWN COUNCIL
TOWN HALL COUNCIL CHAMBERS
41 WEST STREET, CROMWELL, CT 06416**

REGULAR MEETING AGENDA

Wednesday, May 8, 2024

7:00 p.m.

- A. CALL TO ORDER**
- B. PLEDGE OF ALLEGIANCE**
- C. APPROVAL OF AGENDA**
- D. COMMISSION CHAIRMAN REPORTS/LIAISON REPORT/STAFF REPORTS**
 - 1. CMS Building Committee
- E. MAYOR'S UPDATE**
- F. TOWN MANAGER'S UPDATE**
- G. TOWN COUNCIL LIAISON REPORTS**
- H. FINANCIAL/FINANCE DIRECTOR'S UPDATE**
 - 1. Budget Report
 - 2. Discussion and possible action to approve a supplemental appropriation in the amount of \$25,000 for Consulting Services to Explore Sharing Services between the Town and Fire District
 - 3. Tax Refunds
- I. CHIEF OF POLICE'S UPDATE**
- J. PUBLIC WORKS DIRECTOR'S UPDATE**
- K. CITIZEN COMMENTS** *(limited to 2 minutes per speaker, please be respectful)*
- L. UNFINISHED BUSINESS**
 - * 1. Discussion and possible action of Climate and Culture Study Town Council Recommendations
 - 2. Approve and adopt the Capital Improvement Program with the addition presented

*Any starred agenda items may not be discussed but will remain on the agenda for the purpose of providing an update when one is available.

**TOWN OF CROMWELL
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41 WEST STREET, CROMWELL, CT 06416**

M. NEW BUSINESS

- * 1. Update on Video Monitor Policy
- 2. Review and approve Early Voting Set Up for August and October 2024

N. APPROVAL OF MINUTES

- 1. April 15, 2024 Special Meeting Minutes

O. APPOINTMENTS/REAPPOINTMENTS/RESIGNATIONS

None.

P. INFORMATIONAL ITEMS

Q. ADJOURN



SCOTT KIERAS
RECREATION Director

SHELBY JONES
Program Coordinator

ROSANNE KRAJEWSKI
Administrative Assistant

MEMORANDUM

TO: Anthony Salvatore, Town Manager

FROM: Scott Kieras, Recreation Director

DATE: May 1, 2024


RE: May Recreation Department Updates

Below are town council updates from our Recreation Department:

- ❖ The New Watrous Pavilion construction is completed. Additional work surrounding the pavilion was done by town staff. The Electrician finished the project adding additional outlets, above lighting and security lighting. Grass areas were hydroseeded this week so we will be ready for rentals by Memorial Day.
- ❖ Perspective Summer Camp Counselors have been finalized, registration for all camps remains strong.
- ❖ Planning continues for Town of Cromwell Farmers Market. To date, we have received \$6,000.00 individual/business sponsors for the 2024 season. Currently we have 30 Vendors registered for the 2024 Season. Sponsorship packages are \$1,000.00, \$500.00 and \$300.00. We are currently finalizing booking entertainment and food trucks. We continue to be confident this year's market will be bigger and better than last season.
- ❖ Tennis/Pickleball Courts are open with complete wind screens installed. The lights are activated.

If you need further information concerning the aforementioned information do not hesitate to contact my office. Thank you.

Memo

To: Town Manager Salvatore
From: Kara Canney 
Date: 5/1/2024
Re: Cromwell Belden Public Library Report

Statistics for the month of April

Door Count: 5,458
Circulation: 9,370
Programs: 33 **Attendance:** 811
Downloads: (Overdrive, Hoopla, Kanopy) 1,324
Computer Sessions: 296
Study Rooms: 110/110 People

Staffing Fully staffed.

Children's Garden The opening of the Children's Garden will be on Tuesday, May 28th at 4:30 PM. All are welcome to attend.

A full brochure of garden events will be available soon.

School Visit/Food Scraps Assembly scheduled for April 24th was cancelled by the vendor. A key person to the organization was gravely ill.

Earth Day Cleanup Earth Day clean up was a success! The logo designed by the Adult Services Librarian was proudly worn.

CT Library Association Annual Conference Four staff members attended the conference that was held in Mystic.

HB 5312 On April 30th the Connecticut General Assembly had a nearly three-hour conversation about this bill before temporarily passing it. Representative Carpino has been instrumental in initially pushing the bill forward and verbalizing that she would support the bill. I appreciate her ability to listen, ask very relevant questions and have the best interest for the library, tax payers and constituents.

Staff Training- The library will have a full staff training day on August 30th. More details to come.



TOWN OF CROMWELL
HUMAN SERVICES
TOWN HALL, 41 WEST STREET
CROMWELL, CT 06416
(860) 632-3449 FAX (860) 632-3446

Memo

TO: Town Manager/Town Council
FROM: Amy Saada, Director of Human Services
DATE: 04/30/2024
RE: Human Services Director Report

Senior Center & Transportation Programs

May is Older American's Month. We would like to invite the Town Manager and Town Council to our annual celebration at Riverport Park on **May 29th 5:00-8:30pm** where we will have a band, food trucks, raffles and fun to celebrate and recognize older Americans' contributions, highlight aging trends, and reaffirm commitments to serving the older adults in our communities. This year's theme, "Powered by Connection," focuses on the profound impact that meaningful connections have on the well-being and health of older adults. We at the Senior Center feel if we focus on enhancing mental, physical, and emotional well-being that connectedness plays, we can help mitigate issues like loneliness and isolation, ultimately promoting healthy aging for us!

Another annual event to celebrate Older American's Month is a performance by our Drama Club. Please join us on May 23rd at 2:00pm for their performance. Come back to the days of radio, when the Senior Center Drama Club performs an original soap opera entitled, "As the Faucet Drips, So Are the Tears of Our Times". Laugh with us as the wealthy Houston family drinks, bickers and backstabs each other until murder and trickery enters their world! And see if you can spot the famous lines of dialog borrowed from some of your favorite movies!

Additional May Special Programs:

- 5/2- Snack & Learn- Pick Up & Delivery Service
- 5/3- Kentucky Derby Craft
- 5/7- Lunch & Learn- Adult Day Center
- 5/8- Lunch & Learn- Medicare Conversation w/Joe Mooney
- 5/8- Drumming Circle
- 5/9- Mother's Day Brunch
- 5/14- Snack & Learn- Memory Lane TV
- 5/15- Wii Bowling Tournament vs. Bristol
- 5/15- Snack & Learn- Suburban Physical Therapy on Shoulders
- 5/16- Lunch & Learn- Warning Signs of Dementia
- 5/21- Snack & Learn- Safe Banking by Liberty Bank
- 5/22- Memorial Day Craft
- 5/22- Giving Hands- Homecare presentation
- 5/23- Meet the Author, book presentation, The Thin Blue Lie
- 5/30- Snack & Learn- Estate Planning with Czepiga, Daly, Pope & Perri Law

We also have a new volunteer who will be providing Computer Coaching on Fridays at 10:30am, Melissa Kissell

Friendship Tours Upcoming Trips:

May 1, 2024	Daffodil Days Narragansett Bay	\$139
May 14, 2024	Neil Diamond The Tribute from Las Vegas	\$94
June 21, 2024	The Naugy Scenic Train, Naugatuck River Valley	\$124
June 16-23, '24	Bermuda Cruise from NJ	\$1449
July 18, 2024	Relax on the River: The Griswold Inn Riverquest Cruise	\$142
August 20-21	Turning Stone Casino	\$499
September 3-16 '24	Escorted Mediterranean Cruise	\$3799
November 9-23, '24	Escorted Repositioning Cruise Southern Caribbean	\$2549
December 4-8 '24	Escorted San Antonio Holiday	\$2799
March 28-April 7, 2025	Escorted Viking River Cruise, Holland & Belgium	\$4399

Human Services

- Renters Rebate is currently open and we process over 100 applications. It's a provides a reimbursement program for Connecticut renters who are elderly or totally disabled, and whose incomes do not exceed certain limits. Persons renting may be eligible for up to \$900 for married couples and \$700 for single persons.

Youth Services

- On April 23, the 2024 Mock Crash event occurred at Cromwell High School. It was a great display of local and state agencies, along with our dedicated community members, working together to give students a realistic view of what it takes to extract a person from a totaled car, the life-saving procedures emergency medical personnel use, and the consequences of failing a field sobriety test. The program coincides with prom and graduation season.
 - Below is the attached letter that was shared from the Principal, Andrew Kuckel

Today, Cromwell High School successfully hosted the Mock Crash Event, an occasion made possible through the collective efforts of the Cromwell Police Department, Cromwell Youth Services, Fire Department, Doolittle Funeral Home, Life Star, Cromwell Automotive, MADD, our make-up artists, Caroline Wilcox and Deb Brennan, and our dedicated Cromwell Students and Staff. A special acknowledgment is due to our outstanding student volunteers whose contributions truly amplified the impact of the event. Their input and creativity provided an authentic experience for our student body.

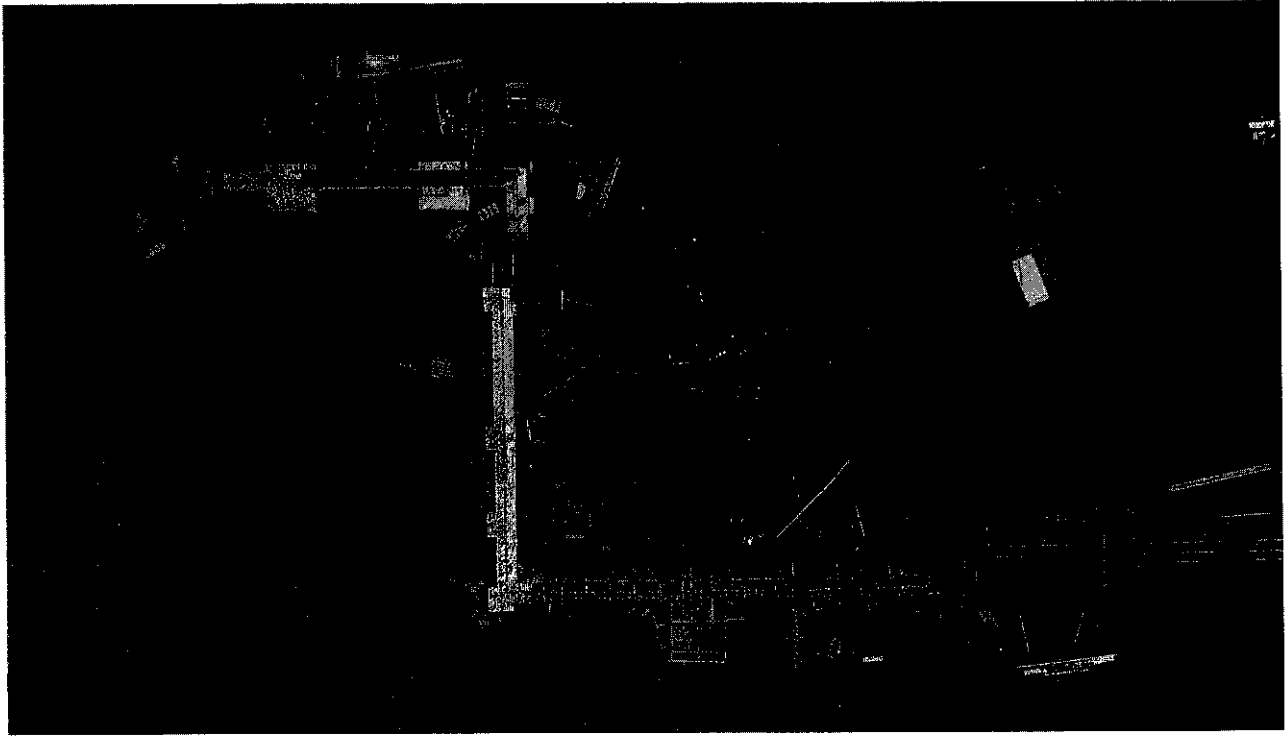
I am incredibly proud of our student body for their profound respect and attentiveness exhibited during the event and subsequent assembly. The strength of our community is truly remarkable, and we extend our heartfelt gratitude to everyone who supported and participated in providing our students with an authentic learning experience.

I urge our families to engage in discussions with their children this week about they witnessed at CHS today. It is our hope that this event has not only heightened awareness but also instilled a lasting impact on our students.

- The origami crane project, a beautiful symbol of hope and unity, is now complete and on display in the Town Hall lobby for all to enjoy. This collaborative effort with Cromwell families, youth, and seniors, not only showcases our community's creativity but also symbolizes the resilience and hope that binds us together.
- May is Mental Health Awareness Month and we are hosting a Question, Persuade, Refer (QPR) suicide prevention training on May 16 at 5:30 PM and a Narcan training on May 23 at 5:30 PM. For more information and to register for these free workshops, call us at (860) 632-3448 or go to cromwellrec.com.
- Sarah has taken a proactive step in the fight against opioid addiction. She has applied for a \$5,000 Connecticut State Opioid Response Initiative Community Mini-Grant. These grants aim to empower communities to develop and enhance local opioid addiction and overdose prevention and response efforts.
- The Charter Oak State College intern completed 100 service hours during the Spring semester in our department.



Town Council Report
May 8, 2024
As of 4/30/24



Construction continues on the new Cromwell Middle School. Fair weather and supplemental dewatering plans have enabled crews to progress. Footings are underway, and getting ready for foundation work in the coming weeks. The construction schedule remains on track.

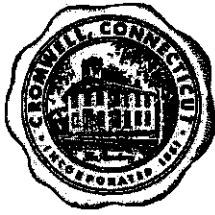
The committee has submitted its request for administrative approval from Planning & Zoning for an updated fence option surrounding the bioretention basin and is still awaiting that decision.

On April 23rd we received notice that solar panels will be reimbursable as part of the school building project so the Building Committee will begin to move forward with the planning for that additional phase.

Upcoming Meetings

Wednesday, May 8, 7:00 pm Cromwell High School
Wednesday, May 22, 7:00 p.m. Cromwell High School

Respectfully Submitted,
Rosanna Glynn
Chair, CMS Building Committee



Town of Cromwell Office of the Town Manager

TOWN MANAGER'S REPORT

Date: May 1, 2024
To: Members of the Town Council
From: Anthony J. Salvatore, Town Manager
Subject: Town Manager's Report for 5/8/2024 Town Council Meeting

- The public hearing was held, they are continuing with the design and input. They are still exploring the possibility of installing a northbound ramp on Main Street.
- A meeting was held on April 17th to discuss the next steps for the fields in Town. It was decided that we would submit two applications to Planning and Zoning. The first would include updating the track and switching to a turf field and the second application includes parking (in the current tennis court location) and tennis courts (move to back).
- I, Finance Director Sharon DeVoe, former Executive Director of the Fire District Julius Neto, and Fire District Commission President Roger Rukowicz met with CCM and Consultant Keith Chapman regarding acquiring their services to look into areas where the Town and District can come together to save money.
- On April 23rd, I attended a Volunteer Appreciation Event in the Belden Room, organized by Human Services, Recreation, and Health Department.
- On April 29th I attended a swearing in ceremony for a newly hired police officer. I am pleased to announce that our Police Department is now fully staffed.
- On April 29th the Mayor and I attended the Travelers Championship Media Day Lunch and Press Conference.
- We continue to work on Economic Development and various commercial and residential projects.

TOWN OF CROMWELL

DATE: MAY 2, 2024
TO: ANTHONY J. SALVATORE, TOWN MANAGER
FROM: SHARON DEVOE, FINANCE DIRECTOR
RE: MAY TOWN COUNCIL REPORT

I am submitting budget reports for fiscal year 2024 for the Town Council meeting on May 8th. The reports reflect activity through the end of April.

Expenditures are basically in line with expectations for this point in the fiscal year. In addition to the Computer Services budget, I am also keeping an eye on the Elections Department budget due to the cost of early voting. Revenue is also on target compared to budget levels. Tax Collections, investments and the State of Connecticut have exceeded budgeted levels. State of Connecticut revenue exceeded budgeted levels due to receiving the Municipal Revenue Sharing Grant and a slight increase in the Education Cost Sharing Grant (ECS).

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

Thank you.

TOWN OF CROMWELL, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2024 10

ACCOUNTS FOR:	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMENTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT USE/COL
001 GENERAL FUND						
002 TOWN CLERK'S OFFICE	-336,000	0	-336,000	-246,050.17	-89,949.83	73.2%
021 TAX COLLECTOR	-49,919,166	0	-49,919,166	-50,466,353.74	547,187.74	101.1%
022 ASSESSOR'S OFFICE	-500	0	-500	-536.00	36.00	107.2%
030 PUBLIC WORKS ADMIN.	-45,900	0	-45,900	-46,607.77	707.77	101.5%
033 BUILDING INSPECTION	-350,000	0	-350,000	-336,302.43	-13,697.57	96.1%
040 POLICE DEPARTMENT	-99,800	0	-99,800	-55,906.15	-43,893.85	56.0%
050 HEALTH DEPARTMENT	-25,000	0	-25,000	-7,490.00	-17,510.00	30.0%
053 SENIOR SERVICES	-500	0	-500	-850.00	350.00	170.0%
061 LIBRARY	-500	0	-500	-1,067.26	567.26	213.5%
206 BOARDS & COMMISSIONS	-9,500	0	-9,500	-6,070.00	-3,430.00	63.9%
207 STATE OF CONNECTICUT	-5,841,349	0	-5,841,349	-6,221,577.41	380,228.41	106.5%
208 MISCELLANEOUS SOURCES	-928,239	0	-928,239	-2,377,801.44	1,449,562.44	256.2%
TOTAL GENERAL FUND	-57,556,454	0	-57,556,454	-59,766,612.37	2,210,158.37	103.8%
TOTAL REVENUES	-57,556,454	0	-57,556,454	-59,766,612.37	2,210,158.37	

TOWN OF CROMWELL, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2024 10

ACCOUNTS FOR:	GENERAL FUND	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
001								
001	TOWN MANAGER'S OFFICE	421,255	0	421,255	313,696.40	19.84	107,538.76	74.5%
002	TOWN CLERK'S OFFICE	225,761	0	225,761	174,380.14	9,617.36	41,763.50	81.5%
003	REGISTRAR OF VOTERS	84,951	0	84,951	60,088.62	6,768.70	18,093.68	78.7%
004	PLANNING COMMISSION	3,525	0	3,525	1,297.17	95.09	2,132.74	39.5%
005	ECONOMIC DEVELOPMENT	122,443	0	122,443	-89,671.43	221.93	211,892.50	-73.1%
006	BOARD OF FINANCE	41,867	0	41,867	40,979.13	.00	11,887.87	97.9%
007	CHARTER REVISION COMM	500	0	500	.00	.00	500.00	.0%
008	BOARD OF ASSESSMENT APPEALS	600	0	600	371.70	.00	228.30	62.0%
009	ZONING BOARD OF APPEALS	1,250	0	1,250	496.20	55.14	698.66	44.1%
010	INLAND WETLANDS	1,900	0	1,900	645.00	.00	1,255.00	33.9%
011	COMM. FOR DISABLED PEOPLE	100	0	100	.00	.00	100.00	.0%
012	DONATIONS AND DUES	51,060	0	51,060	50,268.24	.00	791.76	98.4%
013	TOWN COUNCIL	2,400	0	2,400	1,884.59	.00	515.41	78.5%
014	LEGAL EXPENSE	232,100	0	232,100	109,263.30	97,634.70	25,200.00	89.1%
015	CENTRAL SERVICES	211,925	0	211,925	165,191.73	31,026.81	15,706.46	92.6%
016	INSURANCE EXPENSE	620,330	0	620,330	601,489.55	.00	18,840.45	97.0%
017	GENERAL EXPENSE	15,002	0	15,002	8,779.19	1,071.00	5,151.81	65.7%
018	DEVELOPER/PLANNER	147,981	0	147,981	120,679.89	1,159.26	26,141.85	82.3%
019	FINANCE DEPARTMENT	424,379	0	424,379	331,593.90	1,025.72	91,759.38	78.4%
020	TAX COLLECTOR	164,975	0	164,975	133,375.47	19.84	31,579.69	80.9%
021	ASSESSOR'S OFFICE	253,058	0	253,058	193,480.56	527.10	59,050.34	76.7%
022	PUBLIC WORKS ADMIN.	247,328	43,712	291,040	219,534.23	5,074.17	66,431.60	77.2%
023	SOLID WASTE REMOVAL	827,740	-10,000	817,740	577,783.65	6,018.46	51,741.51	79.3%
024	BUILDING INSPECTION	224,935	0	224,935	180,376.00	1,238.84	37,588.56	95.4%
025	HIGHWAY DEPT.	1,528,616	-15,808	1,512,808	897,626.94	301,190.99	43,320.16	80.7%
026	BUILDING MAINTENANCE	658,784	0	658,784	459,191.97	51,773.57	147,818.46	77.6%
027	PARKS & GROUNDS	458,248	25,808	484,056	361,156.94	32,526.39	90,372.93	81.3%
028	PUBLIC WORKS-OTHER	474,000	0	474,000	374,229.90	70,711.25	29,058.85	93.9%
029	VEHICLE MAINTENANCE	326,371	0	326,371	223,436.16	49,022.68	53,912.16	83.5%
030	POLICE DEPARTMENT	3,952,555	30,216	3,982,771	3,024,341.34	27,216.39	931,213.39	76.6%
031	EMERGENCY MANAGEMENT	21,050	0	21,050	12,619.03	.00	8,430.97	59.9%
032	ANIMAL CONTROL	95,128	323	95,451	78,096.36	.00	17,354.97	81.8%
033	HEALTH DEPARTMENT	214,966	2,949	217,915	156,670.83	29,920.01	31,324.16	85.6%
034	HUMAN SERVICES	144,009	0	144,009	119,577.98	137.98	24,293.04	83.1%
035	SENIOR SERVICES	145,338	0	145,338	109,196.78	3,760.60	32,380.62	77.7%
036	YOUTH SERVICES	113,172	0	113,172	92,098.53	2,159.37	18,914.10	83.3%
037	TRANSPORTATION SERVICES	159,489	0	159,489	112,552.14	2,523.20	44,411.66	72.2%
038	RECREATION DEPARTMENT	290,775	0	290,775	226,982.54	9,015.42	54,777.04	81.2%
039	LIBRARY	690,975	16,449	707,424	529,898.35	15,897.04	161,628.61	77.2%
040	BONDED DEBT	3,131,059	0	3,131,059	957,434.00	.00	2,173,625.00	30.6%
041	EMPLOYEE BENEFITS	4,294,415	-93,649	4,200,766	3,294,562.99	253,590.48	652,612.08	84.5%
042	BOARD OF EDUCATION	36,163,384	0	36,163,384	26,272,297.04	.00	9,891,086.96	72.6%
043	DEVELOPMENT COMPLIANCE	116,125	0	116,125	92,922.29	398.89	22,803.82	80.4%

TOWN OF CROMWELL, CT

YEAR-TO-DATE BUDGET REPORT



FOR 2024 10									
ACCOUNTS FOR:	GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED	
001									
120 CONSERVATION COMMISSION		1,210	0	1,210	.00	.00	1,210.00	.0%	
TOTAL GENERAL FUND		57,556,454	0	57,556,454	40,782,539.37	1,213,786.01	15,560,128.62	73.0%	

CCM MUNICIPAL CONSULTING SERVICE AGREEMENT

THIS AGREEMENT, (the "Agreement") is by and between the Connecticut Conference of Municipalities (hereinafter called "CCM") the Town of Cromwell, a Connecticut municipality (hereinafter called "Town") and the Cromwell Fire District (hereinafter called "District").

WHEREAS, the Town and the District wishes to retain CCM to assist it in a review of the operations of the District and Town to prepare a recommendation of efficiencies that could be found between the two entities.

WHEREAS, CCM wishes to provide such assistance, and has retained Keith Chapman as a Consultant for its Municipal Consulting Service (MCS) program to provide such assistance.

NOW THEREFORE, in consideration of the mutual agreements hereinafter set forth, the parties agree as follows:

1. Services. CCM shall provide the services listed and described in Attachment A, Scope of Services. The Town and District agree that CCM may use its Consultant to provide such services.

2. Compensation. Compensation to CCM for performing the services described in Attachment A will reflect the rate of \$140.00 per hour expended by its Consultant, provided that the total thereof for the engagement shall not exceed \$25,000.00, exclusive of any out-of-pocket expenses, unless otherwise mutually agreed between the Town, the District and CCM (collectively, the "parties"). Out-of-pocket expenses as described below will be billed as incurred, including mileage at \$0.67 cents per mile.

Out-of-pocket direct expenses (e.g., for advertising, postage, printing, telephone charges, service provider's travel, etc.) related to this engagement will be passed through to the Town free of CCM overhead or indirect charges.

3. Payment Procedure. CCM shall invoice the Town monthly for the hours worked by the Consultant during the preceding month, plus any out-of-pocket expenses incurred. Town shall timely pay all invoices, but in no event shall the Town remit payment of an invoice to CCM later than thirty days after the Town's receipt of such invoice.

The Town and the District agree that the District will be responsible for reimbursing the Town for 50% of the costs invoiced within fifteen days of receipt of such invoice(s).

4. Timetable. The provision of services under this agreement shall commence approximately 15 days after this Agreement is signed by all parties.

5. Access. The Town and the District shall provide CCM and its Consultant free and full access to such information, documents and personnel as deemed necessary to provide the services described in Attachment A. The parties agree that the Consultant will utilize the Town's and District's staff whenever feasible to perform such services.

6. Confidentiality. The parties to this Agreement agree that each shall treat as confidential all information provided by a party to the others regarding such party's business and operations, including without limitation the investment activities or holdings. All confidential information provided by a party hereto shall be used by any other parties hereto solely for the purposes of rendering services pursuant to this Agreement and, except as may be required in carrying out the terms of this Agreement, shall not be disclosed to any third party without the prior consent of such providing party. The foregoing shall not be applicable to any information that is publicly available when provided or which thereafter becomes publicly available or which is required to be disclosed by any regulatory authority in the lawful and appropriate exercise of its jurisdiction over a party, any auditor of the parties hereto, by judicial or administrative process or otherwise by applicable law or regulation.

7. Liability. CCM and Consultant shall be liable to the Town under this Agreement only for losses that may be attributable to the acts of itself, its agents or employees committed negligently or in bad faith. In any event, Consultant and/or CCM's liability, if any, shall be limited to the amount(s) paid to CCM by the Town under this Agreement.

8. Assignment. This Agreement shall not be assignable by parties without the prior written consent of all other parties.

9. Modification. This Agreement may not be modified, except in writing and signed by the parties hereto.

10. Miscellaneous.

a. This Agreement constitutes the entire agreement between the parties with respect to the services to be provided hereunder and supersedes all prior agreements.

b. This Agreement shall be construed in accordance with and shall be governed by the laws of the State of Connecticut and legal venue shall be exclusive in the Judicial District of Middlesex, State of Connecticut.

IN WITNESS WHEREOF, the parties hereto have set their signatures this ____ day of April/May, 2024.

TOWN OF CROMWELL

By: _____
Its Town Manager

CROMWELL FIRE DISTRICT

By: _____
Its President

CONNECTICUT CONFERENCE OF MUNICIPALITIES

By: _____
Its Executive Director

Attachment (Scope of Work)

Scope of Services

There are basic steps to develop and implement an operational and efficiency study:

- Assess the current state
- Establish the desired future state
- Recommend the best option(s) to be implemented

The last step – implementing and monitoring the new/updated service delivery – would be completed by the Town and Fire District (with optional support by CCM through a separate agreement).

Assess current service delivery

The process begins with a careful assessment of the current service delivery arrangement. Through review of any pertinent documents and interviews with key stakeholders, current service processes, information flow, hand-offs, dependencies, organization models, resources, related costs, sequence/schedule, systems, tools, etc. will be defined.

Establish service delivery future state

We will map how stakeholders envision the process should operate – the “to-be” status. Stakeholders will communicate the ideal conditions for this status to be realized. This will include any objectives or outcomes that the organization wants to achieve. This step will include researching and assessing best practices in the industry around the state and nation. The output of this task should also inform future policy and procedure development.

Frequently, this type of evaluation will highlight problems such as bottlenecks, duplicative efforts, non-compliance with applicable regulations or directives, or other gaps. In addition, this could be an opportunity to clarify organizational roles and responsibilities as well as to establish performance targets. As a result, the organization may find that additional training is needed to strengthen its capabilities or to align to industry standards and best practices.

Recommend the best option(s) to be implemented

The team will use the information obtained and related analysis to develop options to be presented to the Town and Fire District.

Condition(s) : Bill Dist/Susp/Bank	Name Address	Prop Loc/Vehicle Info. UniqueID/Reason	Paid Date	Tax	Int	L/F	Total Adjusted	Overpaid Tax
2020-03-0058068	MICHAUD SOPHIA R 9 SUMMER WIND CROMWELL CT 06416-2635	2000/2B4GP2530YR830100 58068 Sec. 12-129 Refund of Excess Payments.	4/15/2024	16.67 94.34	0.00 5.64	0.00 5.00	16.67 104.98	-77.67
2022-03-0051202	BILL SANDRA I + BILL ALAN R 1 14 RANNEY RD CROMWELL CT 06416-2218	2010/2T1BU4EE8AC303575 51202 Sec. 12-129 Refund of Excess Payments.	4/11/2024	56.40 169.40	0.00 0.00	0.00 0.00	56.40 169.40	-113.00
2022-03-0058972	NISSAN INFINITI LT LLC 1 P O BOX 254648 SACRAMENTO CA 95865	2020/5N1DL0MM4LC511229 58972 Sec. 12-129 Refund of Excess Payments.	5/1/2024	462.44 793.19	0.00 0.00	0.00 0.00	462.44 793.19	-330.75
2022-03-0059594	PENT CAROL A 1 10 KIRBY RD CROMWELL CT 06416-1004	2016/5TDKR3DC5G8695351 59594 Sec. 12-129 Refund of Excess Payments.	9/12/2023	401.30 437.62	0.00 0.00	0.00 0.00	401.30 437.62	-36.32
2022-03-0062560	TOYOTA LEASE TRUST 1 LOCKBOX 830238 MT LAUREL NJ 08054-3415	2021/JM3KEBDM9M1439091 62560 Sec. 12-129 Refund of Excess Payments.	3/27/2024	570.58 684.96	0.00 0.00	0.00 0.00	570.58 684.96	-114.38
2022-04-0082006	YEARWOOD RAHSAAN H M014 13 COPPER KNOLL LN CROMWELL CT 06416-1266	2015/WEA5A7C56FD621793 82006 Sec. 12-129 Refund of Excess Payments.	4/7/2024	178.81 374.25	0.00 11.63	0.00 5.00	178.81 390.88	-195.44
TOTAL	6			1,686.20 2,553.76	0.00 17.27	0.00 10.00	1,686.20 2,581.03	-867.56



CROMWELL POLICE DEPARTMENT




Frederick Sifodaskalakis

Chief of Police

MEMO

TO: Anthony J. Salvatore, Town Manager

FROM: Chief Fred Sifodaskalakis 

SUBJECT: Town Council Report (April 2024)

DATE: May 1, 2024

In preparation for the April Town Council meeting, I am providing you with the **April** monthly statistics. I am also providing you a report from K-9 Sergeant John Carlson for activity for the month of **April**. Detective Sergeant Carlson provided a report for the Detective Division.

The following were Response to Aggression/Resistance, Civilian Complaints, and Training for the month of **April 2024**:

Response to Aggression/Resistance: There was (1) incident in the month of **April**.

Civilian Complaints: There were (0) civilian complaints in the month of **April**.

Training (April):

- Detective Sergeant Carlson: **Death Investigation**
- Sergeant Parsons: **SWAT School (Parsons is an Instructor)**
- Chief Sifodaskalakis and Captain Penn: CPCA Quarterly Meeting: **Hot Topics in Police Law and Litigation**
- Officer Camputaro and Officer Thomasson: **FTO School**
- Sergeant McCarter: **FBI LEEDA-CLI**
- Captain Penn: **Mid-Management Training**
- Officer Jones: **GY6 Wellness Conference**
- Detective Tolton and Officer Camputaro: **Traffic Incident Management Training**
- Sergeant Bengtson and Officer Visconti: **COLLECT recertification**
- Chief Sifodaskalakis, Captain Penn, Sergeant Bengtson, Sergeant Kogut, Sergeant Parsons, Sergeant Maslauskas, Sergeant McCarter, and Sergeant Carlson: **Supervisor Program: Body-Worn Cameras and Digital Evidence**

5 WEST STREET, CROMWELL, CT 06416

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Police Department News:

We currently have three officers on Field Training Reinheimer, Rosa and Legatos. All three are doing well.

Recruits Cyr, Ballsieper and Powell are also doing very well in the academy.

The Cromwell Girl Scouts raised and donated \$662.00 for the K-9 fund. This fund will be used to purchase a new K-9 and all equipment.

The Connecticut Grand Commandery Knights Templar also donated \$100.00 to the K-9 fund.

We have received approximately \$4,000.00 since the end of February for the K-9 fund.

The police Department has received a CT DOT Grant in the amount of \$2,250.00. When we receive the funds, we will be purchasing bicycle safety equipment. We plan on holding a bike rodeo in late spring/early summer.

Kind words from citizens:

I received a call from a resident praising Sergeant Perlini. Sergeant Perlini was working while the sidewalks on West Street were being installed. A resident needed assistance with their garbage cans and Sergeant Perlini brought them down the driveway for her. Another resident was driving by and called my office to praise what they witnessed.

I received a letter from Middletown Chief Erik Costa thanking the department (Officer Alassiri) for his assistance with the protest they had on April 15, 2024.

Incident Statistics Report

04/01/2024 00:00 Thru 04/30/2024 23:59

Call Type Description	Total for Period
911 Hang Up Call	14
Administrative Matter	15
Alarm - All types	14
ALARM-FALSE BILLABLE	21
All Other Offenses	2
Animal Complaint	34
Assist Motorist	23
Assist Other Agency	29
Burglary	4
CAR WASH	45
Civil Matter	3
Credit Card/ATM Fraud	2
Criminal Mischief / Vandalism	3
Dis Conduct/BOP	1
Domestic Incident	8
DUI	1
Escort	1
Fight/Disturbance	2
Fingerprinting	14
FV Protocol / P.A.	4
Harrassing Phone Calls	2
Identity Theft	2
Impaired / Intox Person	2
Juvenile Incident	13
K-9 Assist	1
Larceny - From Building	2
Larceny - From MV	2
Larceny -Shoplifting	3
Larceny- Other	2
Medical Emergency	27
MEDICATION DISPOSAL BOX	1
Missing Person	2
MV Accident	31
MV Abandoned	1
MV Parking Violation	13
MV Theft	2
MV Violation	143
MV VIOLATION ATTEMPTED	4
MVA NR PRIV PROP	6

Incident Statistics Report

04/01/2024 00:00 Thru 04/30/2024 23:59

Call Type Description	Total for Period
Neighbor Dispute	3
Noise Complaint	16
Nursing Home Fax Report	3
Property Check	509
Property Lost/Found	5
Property Seized	2
Record Only Call	3
Road Cond/TCS Out	15
ROBBERY	1
See Complainant	51
Serve Warrant INFO	5
Suspicious Activity	52
TEST CALL	4
Traffic Assignment	23
Trespassing	2
Unfounded Complaint	16
Untimely Death	2
Unwanted Person	1
Well Being Check	23
Total:	1235

Monthly NIBRS Statistics

04/01/2024 00:00 Thru 04/30/2024 23:59

Call Description	Curr Mth	Prev Mth	% Chg	Prev Year	% Chg	Year To Date	Year To Date 2023	% Chg
	04/ 2024	03/ 2024	Mth to Mth	04/2023	Mth to Yr	1/1 - 04/30/2024	1/1 - 04/30/2023	2024 / 2023
100 Kidnap/Abduction	0	0	% 0	0	% 0	1	1	% 0
11A Forcible Rape	0	0	% 0	1	% 100	0	3	% -33.
11B Forcible Sodomy	0	0	% 0	1	% 100	0	1	% -100
11C Sexual Assault with an Obje	0	0	% 0	1	% 100	0	1	% -100
11D Forcible Fondling	0	0	% 0	2	% 50	0	3	% -33.
120 Robbery	1	1	% 0	1	% 0	6	2	% +200
13A Aggravated Assault	0	1	% 100	1	% 100	1	1	% 0
13B Simple Assault	3	1	% +200	4	% -25	8	13	% -38.
13C Intimidation	1	3	% -66.	4	% -75	8	9	% -11.
220 Burglary/Breaking and Enter	3	1	% +200	0	% +300	5	3	% +66.6
23C Shoplifting	3	14	% -78.	7	% -57.	37	55	% -32.
23D Theft From Building	0	2	% 50	0	% 0	7	4	% +75
23F Theft From Vehicle	2	2	% 0	7	% -71.	10	18	% -44.
23G Theft of MV Parts or Access	0	1	% 100	5	% 20	5	19	% -73.
23H All other Larceny	1	0	% +100	1	% 0	4	5	% -20
240 Motor Vehicle Theft	1	1	% 0	4	% -75	7	16	% -56.
250 Counterfeiting/Forgery	0	1	% 100	0	% 0	1	3	% -66.
26A False Pretenses/Swindle/Con	1	1	% 0	0	% +100	2	5	% -60
26B Credit Card/Automatic Telle	1	1	% 0	0	% +100	4	3	% +33.3
26C Impersonation	0	0	% 0	0	% 0	1	0	% +100
26E Wire Fraud	0	0	% 0	0	% 0	3	0	% +300
26F Identity Theft	1	3	% -66.	2	% -50	9	22	% -59.
270 Embezzlement	0	0	% 0	1	% 100	0	1	% -100
290 Destruction/Damage/Vandalis	6	12	% -50	8	% -25	25	21	% +19.0
35A Drug Narcotic Violations	0	1	% 100	1	% 100	3	3	% 0
35B Drug Equipment Violations	0	1	% 100	1	% 100	4	4	% 0
36B Statutory Rape	0	0	% 0	0	% 0	0	1	% -100
370 Pornography Obscene Materia	0	0	% 0	0	% 0	1	0	% +100
520 Weapon Law Violations	0	0	% 0	1	% 100	2	2	% 0
90A Fraud-Insufficient Funds Ch	0	1	% 100	0	% 0	1	0	% +100
90C Disorderly Conduct	0	2	% 50	3	% 33.3	11	7	% +57.1
90D Driving under the influence	1	1	% 0	1	% 0	6	11	% -45.
90F Family Offenses, Nonviolent	0	1	% 100	1	% 100	2	1	% +100
90G Liquor Law Violations	0	0	% 0	0	% 0	1	0	% +100
90J Trespass of Real Property	2	3	% -33.	0	% +200	8	7	% +14.2
90Z All Other Offenses	3	2	% +50	18	% -83.	38	27	% +40.7
Report Totals:	30	57	% -47.	76	% -60.	221	272	% -18.



CROMWELL POLICE DEPARTMENT

Frederick Sifodaskalakis

Chief of Police



TO: Chief Sifodaskalakis

FROM: K-9 Sergeant John Carlson

SUBJECT: Monthly K-9 Activity April 2024

DATE: 04/29/2024

Beginning April 1, 2024 through April 30, 2024 I am reporting the following activities for the K-9 unit:

April 17, 2024 – Bane completed annual recertification training for tracking, evidence recovery, obedience, and obstacles.

April 23, 2024 – K9 demonstration for high school students at mock crash event.

April 23, 2024 – K9 article search for lost cell phone.

April 29, 2024 – Case #2400004741 – K9 assist with US Marshals during fugitive from justice arrest. The Accused was taken into custody without incident.

Nothing further at this time.



CROMWELL POLICE DEPARTMENT



Frederick Sifodaskalakis

Chief of Police

MEMO

TO: Chief Frederick Sifodaskalakis

FROM: Detective Sergeant John Carlson

SUBJECT: Detective Division Report March 2024

DATE: April 29, 2024

During the month of April, the Detective Division served six arrest warrants, conducted a background investigation of a lateral police officer, investigated two robberies, two burglaries, investigated a check fraud, and investigated a sexual assault. A warrant was approved for one of the robberies and the investigations for both are still ongoing. Warrants were also approved for two sexual assault investigations.

Case #2400003232

- Members of the detective bureau were assigned the investigation of an armed robbery at the Sunoco gas station, located at 115 Berlin Rd. Cromwell, CT. 06416. Four suspects entered the gas station, at which point one of them held the clerk at gunpoint while the other three ransacked the store. The primary suspect was identified and a Juvenile Arrest Warrant was completed and returned signed. The Accused who is a Juvenile was arrested on 04-01-2024 and charged with Robbery 1st; 53a-134, Conspiracy to Commit Robbery 1st; 53a-48/134, Reckless Endangerment 1st; 53a-63, Carrying a Pistol without a Permit; 29-35, Altering or Removing ID Marks of a Firearm; 29-36, Unlawful Restraint 1st; 53a-95, High Capacity Magazine; 53-202w, Assault 2nd with a Firearm of an Elderly Person; 53a-60c, Larceny 3rd; 53a-124, Conspiracy to Commit Larceny 3rd; 53a-48/124, and Conspiracy to Commit Criminal Mischief 3rd; 53a-48/117.

Case #2400002863

- In March of 2024 the Cromwell Police Department received a complaint regarding an inappropriate relationship between an adult karate instructor and a juvenile student at Impact Martial Arts, located at 319 Main St. Cromwell, CT. The Cromwell Police Department Detective Bureau was assigned the investigation. After an extensive investigation by Detective Tolton, the adult karate instructor was identified as the Accused, Orest Markiv (DOB:12/27/1991). On April 17, 2024 Markiv was arrested and charged with two counts of Sexual Assault 2nd; 53a-71(a)(9)(B).

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CROMWELL POLICE DEPARTMENT

Frederick Sifodaskalakis

Chief of Police



Markiv was held on a \$150,000 Bond and was scheduled to appear at Middletown Superior Court on April 17, 2024.

Case #2400001499

- Members of the detective bureau served an arrest warrant as a result of a burglary to a motor vehicle investigation conducted by Officer Camputaro and Detective Sergeant Carlson. The Accused was identified as Victor Ortiz (DOB-11/12/2005). On 04-17-2024, the Accused was arrested and charged with Criminal Attempt of Larceny of a Motor Vehicle; 53a-49/53a-119c, Conspiracy to Commit Larceny of a Motor Vehicle; 53a-48/53a-119c, Burglary 3rd; 53a-103, and Conspiracy to Commit Burglary 3rd; 53a-48/53a-103. The Accused was held and remained in the custody of the CT Department of Corrections.

Case #2300014701

- Members of the detective bureau served an arrest warrant as a result of a shoplifting investigation conducted by Officer Camputaro. The Accused was identified as Giuseppe Angileri (DOB 10-09-1975). On 04-24-2024, the Accused was arrested and charged with Larceny in the 4th Degree; 53a-125 and Conspiracy to Commit Larceny in the 4th Degree; 53a-48/53a-125. The Accused was held and remained in the custody of the CT Department of Corrections.

Case #2400004737

- Detective Perricone, Detective Sergeant Carlson, and members of the patrol division assisted the US Marshals Fugitive Task Force with apprehending a fugitive from justice. The Accused was identified as Brian Lee Lovely (DOB 6/02/82). The Accused was arrested without incident and charged with Fugitive from Justice; 54-170. The Accused was held on a \$250,000 Cash/Surety Bond.

Case #2300002570

- Members of the detective bureau served an arrest warrant as a result of a Sexual Assault investigation conducted by Detective Tolton in 2023. On 04-29-2024, the Accused was arrested and charged with two counts of Risk of Injury to a Child; 53-21(a)(1) and one count of Sexual Assault 2nd Degree; 53a-71(a)(1). The Accused was held on a \$75,000 Cash/Surety Bond.



Middletown Police Department



222 Main Street, Middletown, CT 06457

Tel: 860-638-4100

<https://middletownct.gov/police>

Erik M. Costa
Chief of Police

Benjamin Florsheim
Mayor

Richard E. Davis
Deputy Chief of Police

April 17th, 2024

Chief Sifodaskalakis,

I'm writing to express my gratitude and appreciation for Cromwell Police Department's assistance in responding to the protest on Aircraft Road early morning on April 15th, 2024.

Around 0600 hours a group of twenty protestors gathered on Aircraft Rd. and chained themselves to the road while obstructing traffic. Mutual aid and state police were called to assist. The fire department was dispatched to assist with cutting the chains that the protestors used. Captain Hubbs arrived on scene and the entire midnight shift was still on scene as of 0745 hours. It should be noted that CTIC put out an alert stating an activist group "A15" has a nationwide coordinated economic blockade to free Palestine.

Your department's professionalism, expertise, and most importantly "teamwork", brought a difficult situation to successful resolution. Our resolve and ability to work together has been nothing short of remarkable.

On behalf of the Middletown Police Department, I want to say thank you again for Cromwell Police Department's assistance and great work!!

Respectfully,

Erik M. Costa
Chief of Police
Middletown Police Department



TOWN OF CROMWELL
Nathaniel White Building
41 West Street Cromwell, CT 06416

MEMORANDUM

To: Anthony J. Salvatore, Town Manager

From: Louis J. Spina, Jr.
Director of Public Works

Date: May 1, 2024

Re: **Town Council Updates**

Here is a list of some of the projects Public Works staff is currently working on. I will attend next week's meeting should there be any questions:

West Street Sidewalks – substantially complete, contractor to address punch list items.

Pierson Park/Football – Reviewing scope and proposal with contractor. Should be able to move forward with construction shortly, anticipate having facility ready for playoff football games.

Update to Town aerial/planimetric mapping – Aerial photos are completed; the vendor will spend the summer creating the updated mapping.

Pavement Management – milling and reclaiming scheduled to start on May 6th. Resurfacing scheduled for May 13th. We will be doing sections of Nooks Hill Rd., Field Rd., Oakridge, Wexford, Shadow Lane (section).

Watrous Pavilion – work complete, area hydro seeded. Will be ready for rentals scheduled for later this month.

Earth Day Cleanup – on Sunday, April 21st, 85 bags of litter, 6 tires and multiple pallets were collected town wide. Crews consisted of multiple divisions within Public Works and volunteers. Also, on Monday April 22nd, volunteers from the Senior Center collected 8 bags of trash from the area around Community Field Rd parking lot.

Transfer Station – extended spring hours. Open until 6pm on Thursday until May 30th.

Calve, Amanda

From: Anderson, Bonnie
Sent: Monday, April 29, 2024 12:09 PM
To: Town Manager
Subject: ROV

This is a request to have the Town Council approve the set up of Early Voting in front of the Registrar's office for the August 13th, Primary's Early Voting. It will be 7 Days ... Mon Aug 5th – Sun Aug 11th ... with Tuesday Aug 6th & Thursday Aug 8th being 12 Hour days (8am to 8pm)

We would also request approval for Nov 5th Election's Early Voting. It will be 14 days ... Mon Oct 21 – Sun Nov 3rd ... with just Tues Oct 29th and "Halloween" Thur Oct 31st being 12 Hour days (8am to 8pm)

We will have to get your approval for every Early Voting session even though we have the Town Manager's approval.

Thank you for your attention to this matter for us.

Bonnie

*Bonnie Anderson
Registrar of Voters
Town of Cromwell
41 West Street
Cromwell, CT 06416
banderson@cromwellct.com
860-632-3458 Office
860-983-1391 Cell*

*Alice Kelly
Registrar of Voters
Town of Cromwell
41 Wet Street
Cromwell, CT 06416
akelly@cromwellct.com
860-632-3418 Office
860-301-1898 Cell*

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

Monday, April 15, 2024 - 7:00 p.m.

Present: Mayor James Demetriades, Julia Aurigemma, Brian Bonneau,
Stacy Dabrowski, Jack Henahan, Paula Luna, Al Waters

Also Present: Town Manager Salvatore, Finance Director Sharon DeVoe, Chief of
Police Sifodaskalakis, Public Works Director Lou Spina

A. CALL TO ORDER

Mayor Demetriades called the meeting to order at 7:04 p.m.

B. PLEDGE OF ALLEGIANCE

The Council stood to recite the Pledge of Allegiance.

C. APPROVAL OF AGENDA

MOTION made by B. Bonneau and **SECONDED** by J. Henahan to move Item L.
Citizen Comments to after Item E. Presentation of Proclamations.

All in favor.

MOTION made by J. Henahan and **SECONDED** by A. Waters to approve the
agenda as amended.

All in favor.

D. COMMISSION CHAIRMAN REPORTS/LIAISON REPORT/STAFF REPORTS

Alan Schumann, liaison, Board of Education was in attendance and reported:

- The Board of Education had a Special Meeting on March 6th and voted (in collaboration with the Town Council) to pull out \$270,000 in large capital items and move the items to the Town. This reduced the Board of Education budget from 6.63% to 5.88%
- BOE retained EMG group after obtaining a revised proposal that is split between the School District and the Town. The BOE approved the portion which includes student focus groups and consultations plus some professional development. The Town side will consist of a community lead forum with the Town's DEI Commission. The BOE supports this.
- The BOE has hired the Principal for WIS as their Director of Finance. They are currently working on his replacement as Principal at WIS.
- The District has received complaints regarding to flooding occurring from the Cromwell High School Property related to a pond that needs maintenance. The BOE has referred that issue to the Town.

Councilman Henehan attended the Recreation Commission. They discussed the condition of the fields in Town. He suggested getting the stakeholders together such as the Field Committee, Recreation Commission, and Town Staff to discuss information regarding where we are as a town relative to our athletic fields. The meeting will take place on Wednesday. He plans to have more to report at the next meeting.

Councilwoman Aurigemma attended the Zoning Commission, they discussed the Plan of Conservation and Development and the small number of people who participated in the survey. She reported Zoning Board of Appeals met for 25 minutes and approved two (2) variances.

Councilwoman Dabrowski attended the CMS Building Committee Meeting and they discussed unexpected fees that were invoiced.

Councilwoman Luna attended the Library Commission Meeting.

Councilman Waters attended the Redevelopment Agency Meeting and the tax abatement for 76 Berlin Road was discussed.

E. PRESENTATION OF PROCLAMATIONS

Mayor Demetriades presented proclamations to the Boys and Girls Indoor Track Teams.

L. CITIZEN COMMENTS

Mayor Demetriades read the attached letter from Mike Cannata into the record. See Attachment A.

Jamin De Proto, 50 Hicksville Road read the attached letter into the record. Please see Attachment B.

F. MAYOR'S UPDATE

The Mayor provided the following updates:

- He attended the Economic Development Commission Meeting. They discussed beginning highlighting a business of the month, the Town updated the businesses listing on the website, they discussed having brochures around town of things to do and businesses and restaurants to visit, etc.
- He attended the Recreation Commission meeting. There was discussion about meeting and regrouping with the Athletic Field Committee to talk about next steps and plans moving forward for athletic fields in town. The meeting was scheduled for April 17th.
- He attended the Ribbon Cutting for Goldfish Swim School. It is an impressive and stunning facility.
- He attended CCD's Paint by Number Celebration

- He mentioned that he had some less than positive comments and conversations on one of his Facebook posts on a community page recently. He explained that it really showed divisiveness. We need to be practicing love and inclusion in the face of adversity. He added that there were many positive comments also and we were able to get several volunteers to either apply to be on the LGBTQ Committee or be "friends" of the Committee.
- He attended the Friends of the Library Book Drive. They need volunteers. Their book sale is April 16th and 17ths. May 9th from 1-7, May 10th from 10 a.m. to 5 p.m. and on May 11th from 10 a.m. to 3 p.m.

G. TOWN MANAGER'S UPDATE

The Town Manager's report was included in the agenda packet. He provided the following updates in addition to his report:

- He informed the Council that the Town has been experiencing some issues with emails and we were advised by our IT Consultant to switch to Microsoft Office 365. Therefore, the Board of Finance approved the \$31,780 for the cost of this. It will eliminate the CNR cost of \$23,000 for the new email server and will eliminate any anticipated future costs that reoccur to upgrade our Microsoft software.
- A meeting is scheduled with CCM, Mr. Keith Chapman, Consultant and the Fire District to discuss exploring shared services between the Town and Fire District to save money.
- A meeting between members of the Athletic Field Committee, Recreation Commission, Town Council and Board of Finance with Town Staff will be held on April 17th to discuss next steps and plans for athletic fields in town.
- He reported that he attended a meeting regarding the removal of the traffic lights on Route 9. He added that they are proposing a roundabout at the end of Main Street. He informed the Council that he put a request into DOT for a northbound ramp to be put in there as well.
- He made the correction in his report that he attended the Paint by Number CCD Celebration, not the "Wings" celebration.

A brief discussion took place regarding the Cromwell Middle School and invoices received that were more money than the Town planned for. Councilman Bonneau asked if there were trust issues between the Town and the contractor. The Town Manager explained that there are no trust issues as of right now. He explained that when there is a question regarding the amount we are billed for (if we are billed for something that we considered part of the contract), he, the Finance Director, and the Town Engineer carefully review each invoice and we reach out to the Owner's representative to discuss this.

H. TOWN COUNCIL LIAISON REPORTS

The Council gave their Liaison reports during Item D.

I. FINANCIAL/FINANCE DIRECTOR'S UPDATE

1. Budget Report

Finance Director Sharon DeVoe was in attendance to present her report to the Council and answer questions.

2. Discussion and possible action regarding proposed tax abatement extension for 76 Berlin Road

Umesh Vaidya of AVA Realty his Attorney Candace Cunningham were in attendance to present to the Council their request for an extension to the tax abatement. Attorney Cunningham referenced the attached document in her presentation. See Attachment C.

Attorney Cunningham explained that the Town and AVA Realty did not realize that a 10-year abatement was available at the time this agreement was negotiated. If they had known that 10 years was allowable by State Statute, they would have asked for a 10-year abatement.

The Council took a brief recess at 8:23 p.m.

The Council reconvened at 8:35 p.m.

After a brief discussion, the Council took no action on this item.

3. Discussion and possible action to approve a supplemental appropriation in the amount of \$6,250 for a Diversity, Equity, and Inclusion Consultant and waive the bidding requirement as outlined in the Town's Purchasing Policy.

The Town Manager and the Mayor explained that the Board of Education has hired this company to address these issues in the schools. The Board of Education carved out this piece of the services for the Town specifically so that the Town and the Schools can work to address this issue together.

The Diversity, Equity, and Inclusion Committee was in attendance and expressed their support for this funding. They expressed the need for guidance and direction to learn how to effectively address these issues when residents bring them to their Committee. They said just being an ear and feeling heard is sometimes enough for people who reach out. However, they are trying to spread the awareness that their Committee exists and are available. The Council asked several questions and a lengthy discussion was held.

MOTION made by A. Waters and **SECONDED** by J. Henahan to approve the supplemental appropriation in the amount of \$6,250 for a Diversity, Equity, and Inclusion Consultant to attempt to get this problem under control.

In favor: J. Demetriades, J. Henahan, P. Luna, A. Waters

Opposed: J. Aurigemma, B. Bonneau, S. Dabrowski

Motion passed.

MOTION made by P. Luna and **SECONDED** by A. Waters to waive the bidding requirement for the Diversity, Equity, and Inclusion Consultant.

In favor: J. Demetriades, J. Henahan, P. Luna, A. Waters

Opposed: J. Aurigemma, B. Bonneau, S. Dabrowski

Motion passed.

4. Discussion and possible action to approve a supplemental appropriation in the amount of \$750 for the Diversity, Equity, and Inclusion Committee application fee for the Middletown Juneteenth Parade and Festival

The Town Council skipped this item as the DEI Committee requested to withdraw their request.

5. Tax Refunds

MOTION made by A. Waters and **SECONDED** by J. Henahan to approve Tax Refunds 1-20. **All in favor.**

J. CHIEF OF POLICE'S UPDATE

Chief Sifodaskalakis was in attendance to present his report to the Town Council. In addition to his report he provided the following information:

- There will be a Swearing-In Ceremony in the Belden Room of the Library on Monday, April 29th at 11 a.m. for the new police officer. Chief informed the Council that after this officer, they will be fully staffed.

K. PUBLIC WORKS DIRECTOR'S UPDATE

Public Works Director Lou Spina was in attendance to present his report. He added the following update:

- The Public Works Department is in Spring mode. They have been busy cleaning up after the winter. They are working on getting all the fields and venues ready for the season.
- Earth Day Clean-up is on Sunday, April 21st and is funded through NIP Fund. Town staff and volunteers. Anyone interested in participating should call the Public Works Office.
- Paving scheduled for May 13th:
 - Industrial Park Road (Rt 372 to bridge)
 - Nooks Hill (Main Street to Summit)
 - Filed Road (Nooks Hill to Center Wood)
 - Oakridge Drive
 - Wexford Lane
- Drainage at the High School Pond – Public Works checked on Monday and there were no blockages. They will monitor a couple times annually moving forward.

Councilman Bonneau questioned work logs that were requested to be filled out by one employee and only for one department. Director Spina and Town Manager Salvatore explained that there was a request for an additional seasonal employee and complaints from the Parks Division that they were four weeks behind. As a result, the Public Works Director asked that the Parks Division and the Highway Division complete Work Activity Logs so the Town can see areas where more manpower is needed, that way help can be requested from other departments. The Town is looking into implementing this for other division as well.

M. UNFINISHED BUSINESS

1. Discussion and possible action of Climate and Culture Study Town Council Recommendations

Mayor Demetriades explained that the spreadsheet included in the packet is the Town's status with implementing the Town Council's recommendation. This spreadsheet will be added to the agenda packet each time there is an update.

2. Review of Meeting Minutes from February 14, 2024

Councilman Henehan explained that anonymous letter should have never been allowed to be read into the record. He provided an example from previous years where this was allowed and did not turn out well. He cited Roberts Rules stating this is not the proper way to conduct business. He continued to explain that people can say anything and throw information about Town employees and there will be no one to question as they do not include a name. Councilman Henehan requested that this to be withdrawn from the meeting minutes of February 14th. Councilwoman Dabrowski asked what the appropriate action of the Council should be when they receive an anonymous letter. Councilman Henehan replied to respond to the email stating that the letter cannot be read into the record unless it has their name on it.

MOTION made by J. Henehan and **SECONDED** by J. Aurigemma to remove Attachment F from the Meeting Minutes of February 14, 2024.
All in favor.

N. NEW BUSINESS

1. Update on Video Monitor Policy

Mayor Demetriades explained that he has reached out to a few towns to see if they had any video camera monitoring policies in place and where their video camera monitors were located. He did not have any luck receiving replies with the information he was looking for. After a brief discussion, the Town Manager suggested that Amanda would reach out to CCM to have them gather policies.

O. APPROVAL OF MINUTES

1. March 6, Special Meeting Minutes

2. **March 13, 2024 Special Meeting Minutes**
3. **March 13, 2024 Regular Meeting Minutes**
4. **March 26, 2024 Public Hearing Minutes**
5. **March 26, 2024 Special Meeting Minutes**

MOTION made by J. Henehan and **SECONDED** by J. Aurigemma to approve Agenda Items O. 1-5. **All in favor.**

P. APPOINTMENTS/REAPPOINTMENTS/RESIGNATIONS

1. Appointments

- a. Sean Condon (U), Senior Services Commission, regular member for a term expiring 4/1/2026

MOTION made by A. Waters and **SECONDED** by J. Henehan to approve Item P.1.a. **All in favor.**

- b. Rachel Duffy (D), LGBTQ Committee, regular member for a term expiring 4/1/2026
- c. Kristine Haswell (R), LGBTQ Committee, regular member for a term expiring 4/1/2026
- d. Jordan Lane (D), LGBTQ Committee, regular member for a term expiring 4/1/2026
- e. Cassandra Manning (D), LGBTQ Committee, regular member for a term expiring 4/1/2026

MOTION made by A. Waters and **SECONDED** by J. Henehan to approve Items P. 1. b. - e. **All in favor.**

Q. INFORMATIONAL ITEMS

1. Memo from HR Executive Assistant Regarding Wellness Initiative and Employee Recognition Program Update
2. Email from DEEP regarding Cromwell Creek and South Street

Town Manager Salvatore informed the Council that they received information in their packets regarding both informational items. He asked if there were any questions regarding the items. There were no questions.

The Town Manager referenced comments that were read into the record at the last Town Council meeting urging the Town Council to follow the law and called to their attention the apparent lack of timely internet publication of Town Council minutes and referenced part of the FOIA which reads, "...Not later than seven days after the date of the session to which such minutes refer, such minutes shall be available for public inspection and posted on such public agency's internet

website, if available..." and "the vote of each member of any public agency upon any issue before such public agency shall be reduced to writing and made available for public inspection within forty-eight hours"

The Town Manager pointed out the second part of the sentence regarding posting minutes on the website (referenced above) reads, "...except that no public agency of a political subdivision of the state shall be required to post such minutes on an Internet web site". He explained that Cromwell is a political subdivision of the state, and is therefore not required to post meeting minutes on the internet website. While we make every effort to be sure the minutes are posted, it is not a requirement.

The Town Manager also pointed out that his staff member reduces the votes from each meeting to writing and has them available in the Town Manager's office within 48 hours of each Town Council meeting. He informed the Council that his office spoke with Mr. Russell Blair, FOIA Director of Education and Communications for the State of Connecticut and he confirmed that having the votes available, written on an agenda or other document in an office of the Town within 48 hours of the meeting is sufficient for the requirement of the votes being reduced to writing and made available for public inspection.

R. ADJOURN

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

The meeting adjourned at 10:31 p.m.

Respectfully submitted,



Amanda M. Calve
Secretary