

GLASTONBURY, CT  
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TOWN CLERK

*Joyce P. Mascena*



Annual Report 2003-2004

Town of Glastonbury

## A Perspective



# Dedication

## Joseph Kelly



### In Memoriam

Joseph Kelly  
1954 - 2004

We dedicate the 2003-2004 to Joseph Kelly, the Town's former Information Systems & Technology Coordinator who passed away in October of 2004.

During his nine year tenure with the town which began in September 1995, Joe accomplished many things. Within a year of Joe's employment, new high speed wiring and additional servers were networked within Town Hall. All Town employees were introduced to the Corel Suite product. Later that year, a fiber optic cable was installed, first connecting Facilities Maintenance to Town Hall; and then another fiber cable connected the Police Department to Town Hall. At that same time, employees were introduced to "email". The library renovation and expansion brought the introduction of the Internet.

Over the next few years Joe was a valuable partner in the contribution to the Town's website, the Geographic Information System and Microsoft Office Suite products. In the Spring of 2004 Windows XP kept Joe and his staff busy, once again with upgrades to all Town employee PC's.

Joe was very dedicated to his job and the employees of the Town. He had a very quiet demeanor, always available to answer questions and explain the "how to's" of computer hardware and software. Joe loved to train employees and held sessions every opportunity he could.

On the personal side, Joe was a very dedicated family man. He gave up a very devoted golf career (no time!) for camping and skiing with the kids. He bought a Hobie Cat racer to enjoy time out with the kids, and to exercise his competitive nature. He also gave up a surfing career.

At the Cape last summer with his wife, Jane, and one of his sons, he dared Shawn to surf Nauset Beach with him. But the dare never happened. Instead, he went biking with his family. His last home project was a recreation room in the basement. He was so very generous with his time, even at home – so much so that he never quite had enough time for everyone, including himself. When he was totally "off the clock" though, he enjoyed the simple pleasure of just being with his wife, family, friends or just himself.

Written by Donna Tafel & Jane Kelly

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# Our Town

## Facts & Figures



### Glastonbury Town Council

Front row: Marti Curtiss, Carol Ahlschlager, Susan Karp, Barbara Wagner.

Rear: Whit C. Osgood, Kurt Cavanaugh, Walter J. Cusson, Kevin P. Graff, Thomas Kehoe.

#### Location

Glastonbury is located ten miles southeast of Hartford, southerly of Route 3 and easterly of the Connecticut River and Interstate 91. It is served by the Hartford County Regional Planning Agency and the Capitol Region Council of Governments.

#### Area

52.5 square miles, 33,600 acres.

#### Population

Approximately 32,985

#### Land Use

Principally residential (approximately 60% of land area) with suburban to rural densities, geographically compact commercial/employment district (approximately 15%) and significant open space comprising of water company, State forest and Town lands (25%).

#### Form of Government

Town Council, Town Manager, Board of Finance.

#### Town Hall

2155 Main Street  
Glastonbury, Connecticut 06033 Located one quarter mile south of Hebron Avenue on the west side of Main Street.

#### Tax Rate

28.75 mills July 2003

#### Number of Voting Districts

Eight

#### Net Grand List

On October 1, 2003  
\$2,910,520,190

#### State Representatives

Sonya Googins (R)  
240-8700

Christopher Stone (D)  
240-0400

#### State Senator

Mary Ann Handley (D)  
240-8600

#### U.S. Congressman

John Larson (D)  
278-8888

#### U.S. Senators

Joseph Lieberman (D)  
240-3566

Christopher Dodd (D)  
240-3470

#### Town Government

Town Manager  
Richard J. Johnson

#### Town Council

Susan Karp, Chairman  
Whit C. Osgood, Vice Chairman  
Carol H. Ahlschlager  
Kurt P. Cavanaugh  
Marti Curtiss  
Walter J. Cusson  
Kevin P. Graff  
Thomas J. Kehoe  
Barbara Wagner

# Our Town

## Message from the Chairwoman

It has been my privilege and honor to serve as Chairwoman of the Town Council for the past year. It has been a very productive year with many projects underway that will ensure Glastonbury's continued success. The Town Council has been and will be committed to making the best economic, land use, facility and policy decisions for our future. Your involvement has led to the development of practical solutions that can be supported and implemented.

We have a great deal to be proud of. Glastonbury continues to be a very desirable place to live, work and raise a family. We have taken several important steps towards providing the infrastructure and policies to meet our present and future needs. The Town Council has enacted local legislation to assist our elderly population, our farmers and to encourage land preservation. We have acquired over 200 acres of land and considered zoning modifications that will maintain the character of our town.



Susan Karp, Chairwoman, Town Council

Over the past year, we have seen a community center emerge at our riverfront property; the first steps in adding to and renovating our high school; the passage of a new elementary school and a substantial increase to our land acquisition fund. Taken individually each of these accomplishments is significant but when combined they represent the future success of our town. This spring all members of our community will be able to enjoy the beautiful new facilities by the river. Our high school students will soon be learning in modern science classrooms and our building will accommodate the growing student population. The new elementary school to be located on Old Maids Lane will provide the needed space for our younger students. Our land acquisition fund will continue to allow us to make strategic land purchases that will benefit us for generations to come.

The town and education staffs continue to find innovative ways to best utilize our resources. Their commitment and expertise has earned recognition at a state and national level. Our sincere thanks to Town Manager, Richard Johnson and Superintendent of Schools, Alan Bookman for their exceptional management skills. We are also fortunate to benefit from the talent of so many members of our community who volunteer their time. Our residents serve in town government, organize town center programs, support youth athletics, sponsor dramatic and musical productions, and give their time to so many worthwhile organizations. We all share the goal of making Glastonbury the best place to live and work.

With your continued support, we will maintain the unique character of our town, improve the quality of life and make the best long-term decisions. Thank you.

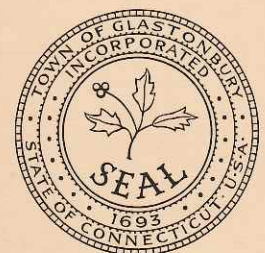
Sincerely,

A handwritten signature in cursive script that reads "Susan Karp".

Susan Karp  
Chairwoman, Town Council

### Vision Statement

Building on over 300 years of tradition and heritage, Glastonbury continues to balance the preservation of its natural resources with the evolving needs of our community. Through positive community partnerships, careful planning, and professional management, we are committed to the highest levels of responsible and equitable service, integrity, and fiscal responsibility. Ongoing innovation, regional cooperation, and effective leadership will ensure that Glastonbury will always be a great place to live, learn, work, and do business.



# Our Town

## Town Manager's Report



Richard J. Johnson  
Town Manager

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Dear Glastonbury Resident,

As I look back on the past 12 months, it is clear that 2003-2004 was a very productive and successful year in Glastonbury. Examples of the many accomplishments are detailed throughout this report and I am pleased to have the opportunity to highlight several.

- The Town continued the successful land acquisition and preservation program through purchase of approximately 220 acres of land and open space. These acquisitions were made possible through funding under the Reserve for Land Acquisition and Preservation. The Town also accepted donation of a 62 acre open space property from the James family.
- A number of significant state and federal grants were received over the past year. This includes: \$500,000 for the riverfront property environmental clean-up project; \$750,000 for the Riverfront Community Center; \$100,000 for continued Substance Abuse Prevention programming; and approximately \$850,000 for the Bell Street Bridge replacement project.
- A plan was developed to consolidate school bus and van facilities at a town-owned property off Oak Street. This proposal was approved at referendum in June 2004. Construction is well underway with an August 2005 completion date forecast. The consolidated facility will reduce costs for new bus and van facilities by approximately \$600,000 from the separate facilities originally envisioned under the High School renovation and expansion project.
- Work on the High School renovation and expansion project has started and construction of the new Riverfront Community Center is well underway. Planning continues for a proposed new Elementary School with a November 2004 referendum anticipated. Design of comprehensive upgrades to the Wastewater Treatment Facility is also in progress.
- A new 136 room extended stay Hilton Hotel was approved for Somerset Square-Glastonbury Boulevard. Construction of this new facility next to the Hilton Garden Inn is underway. A new 10,000+ square foot medical office building is also approved and under construction off Glastonbury Boulevard.
- Town staff continue to implement customer service, efficiency and effectiveness improvements saving thousands of dollars annually. Glastonbury has joined a multi-town Municipal Performance Measurement and Benchmarking project, and implemented "outside in" best practice analysis of selected municipal operations.
- The Town retained its prestigious AA1 Moody's Investor Service credit rating and was among approximately 11 communities statewide to be recognized with the Government Finance Officers Association "Certificate of Excellence in Financial Reporting" and "Distinguished Budget Presentation" awards.
- The new Fire Training Facility will be dedicated in early July, and the Police Department was once again reaccredited by the Commission on Accreditation for Law Enforcement Agencies. The Phelps Street environmental remediation project was completed on time and within budget and planning is well underway for proposed riverfront park improvements.
- A Connecticut Magazine survey of municipalities with populations of 10,000 and greater rated Glastonbury #1 in the 20,000-50,000 population category, and #3 overall statewide on factors including education, crime, economy, cost and leisure.

As I conclude my remarks, I want to express my sincere thanks and appreciation to the Town staff who consistently dedicate their talents and abilities on behalf of the Glastonbury community. My thanks and appreciation to the Town Council, and all those who tirelessly volunteer their time and talents to help make Glastonbury a great place to live, learn, work, and do business.

Sincerely,

A handwritten signature in dark ink, appearing to read "Richard J. Johnson". The signature is fluid and cursive.

Richard J. Johnson  
Town Manager

# Our Town

## Town Attorney

Brown, Paindiris & Scott, LLP has represented the Town of Glastonbury in a wide diversity of cases during the past year. We continued to counsel the Town regarding the new Ethics Committee and Code of Ethics by assisting with the drafting of their Rules of Procedure in order to create an agency with accountability and transparency while able to protect the rights of Citizens and Town employees. We counseled the Town and Zoning agency on a number of zoning matters involving the Planned Industrial Zone, South Glastonbury Village Zoning, and Town Center Neighborhood in order

to promote an economically robust yet aesthetically pleasing Town. We also counseled the Town in regard to a number of new ordinances covering matters as diverse as home and business alarms, cosmetology, and farmland tax exemptions and abatements in order to protect the Citizens and save taxpayer dollars.

Brown, Paindiris & Scott, LLP continued to defend and resolve a number of tax appeals from the recent re-evaluation with a focus on fairness and cost-effectiveness for the Citizens and Town.

Nick Paindiris  
Town Attorney

The attorneys of Brown, Paindiris & Scott, LLP wish to once again thank the dedicated and professional staff of the Town of Glastonbury for their invaluable assistance and dedication to the Citizens of Glastonbury.



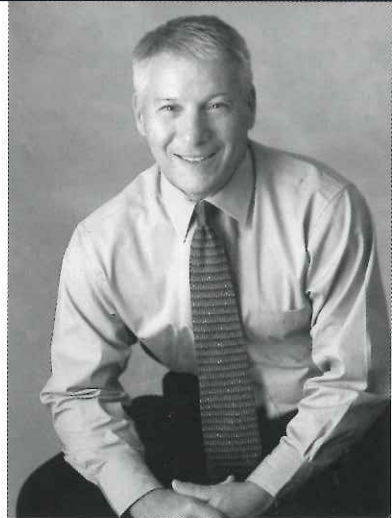
## Probate Court

In the past year the Glastonbury Probate Court has undergone a significant transition. Judge Donald Hamer retired in order to accept a full-time position as the Rector of Trinity Episcopal Church of Hartford. Judge Elaine Camposeo served as the interim Judge until a special election was held to elect a judge to complete Judge Hamer's unexpired term.

The Connecticut General Statutes define a broad jurisdiction for the probate courts. These responsibilities include services to mentally ill and incapable adults as well as adults with mental retardation; guardianship of the estate and person of minors; terminations of parental rights; adoptions; paternity matters; changes of name; marriage waivers; settlement of decedents' estates; trust estates and performance of marriages. The court also processed more than 1200 passport applications during the year.

During the past year, the Connecticut Probate Court System has continued to examine its basic functions and organization with the intention of increasing efficiency and the economic independence of each probate district. As your elected Judge of Probate, I will serve as a member of the Connecticut Probate Assembly, and as such I will continue Judge Hamer's commitment to maintaining the independence of the Glastonbury Probate Court as measures of probate court reform are considered.

The Glastonbury Probate Court continues to be financially healthy and shows every indication of remaining so. It is expected that within the next several years the new structure of taxing estates will result in some of the smallest courts (serving fewer than 20,000 people) merging with other courts due to decreased volume. It remains to be seen what, if any, role the Glastonbury Probate Court will play in such mergers. I will actively seek out



Hon. Peter Jay Alter, Judge of Probate

ways to preserve the independence and full service of our local district.

Ms. Esther Buffington continues as the Chief Clerk of the Court, and Ms. Patricia M. Kepler as the Assistant Clerk. In addition, due to the large number of passport applications processed by the Court, Ms. Mary MacGregor now serves as a second assistant clerk to assume passport duties and other court-related duties.

# Our Town

## Board of Education

We have successfully completed another academic year in the Glastonbury Public Schools. What distinguishes our school system from others is our dedication to planning, our ability to set priorities, and our willingness to stay the course. Our central task is to help prepare students to thrive at a time when the future arrives faster than ever. The areas of focus for the 2003-2004 school year which follow are evidence of our commitment to maintain a strong quality program for Glastonbury.

### Second Generation Strategic Plan

The Second Generation Strategic Plan was approved with goals that will provide the framework for Glastonbury Public Schools over the next few years. These are:

- Set and articulate high expectations of achievement for both students and staff.
- Enhance and expand effective internal and external communication.
- Strengthen professional development and support for teachers, administrators and staff.
- Actively recruit and retain the best teachers, staff, and administrators.
- Integrate technology into the processes that enhance student learning and manage the business of learning.

### Quality Staff

Perhaps the most important internal, system-wide trend is the changing face of our teaching and administrative staff. A key component to quality education is the development and maintenance of quality staff, and we are unwavering to be active connoisseurs of teaching talent. Over 30% of the teaching staff has been in Glastonbury for three years or less. All potential candidates, go through a rigorous and demanding interview and selection process, and frequently comment that they chose Glastonbury after meeting our impressive teaching and administrative staff. The value of high quality teachers and administrators is indisputable. We will continue through university partnerships, outreach efforts and recruitment to secure the "best" for Glastonbury.

We value the partnerships we continue to forge with parents, as these are crucial to our success. We thank our parent community for their ongoing active involvement and support.

### Glastonbury High School Graduate Plans – Class of 2004

Over 93% of the Class of 2004 enrolled in 2 or 4-year colleges and universities. 40.2% of the Class of 2004 enrolled

in 2 or 4-year colleges/ universities within Connecticut with the University of Connecticut continuing to be the higher education institution of choice. Top schools our students will attend: Georgetown, Brown, Holy Cross, Perdue, University of Pennsylvania, Wesleyan, Cornell, University of Chicago, Boston College, Boston University, Tufts, New York University, Syracuse, Dartmouth, Middlebury College, Trinity College, Vassar, and Wellesley.

### Participation in Interscholastic Sports

With league championships in 14 sports during 2003-2004 and a state championship in Boys' Soccer Glastonbury High School sports teams distinguished themselves this school year. More importantly, 43% of GHS students participated in athletics with 1407 athletes participating in the overall program of 60 ninth grade, JV or Varsity teams. In addition, at Smith Middle School the interscholastic program of cross-country running for girls and boys was successful.

### Graduation Requirements For The Class Of 2006 and Beyond

The Board of Education approved graduation requirements for the Class





of 2006 and beyond which include the completion of 21 credits and defined student performance expectations in reading, writing, math problem solving and requirements related to technology.

### Test Results

94% of Glastonbury High School's 2004 graduates (432 students) took the SATs (Scholastic Aptitude Tests) and this rate of participation was far above the state and national averages. The Verbal score of 548 and the Mathematics score of 556 are also far higher than the Connecticut and the national average.

On both the 2003 Connecticut Mastery Tests (grades 4,6,8) and the 2004 Connecticut Academic Performance Test (grade 10), Glastonbury students also scored well above the state and national averages.

### GHS Addition/Renovation Project Underway

With the passage of the referendum for GHS Addition/Renovations, the project is underway. This complex \$48 million dollar project (\$36 million after reimbursement) has begun with preliminary groundwork and is expected to be completed in June 2007.

### Referendum for New Elementary School

Responding to growing student enrollment and the need for more space in our elementary schools, a plan for a new 650-student elementary school in South Glastonbury has been developed and will be presented to the community for voter approval in Fall 2004.

### Magnet School Programs

The East Hartford-Glastonbury K-5 Magnet School, one of the first magnet schools in the state has maintained its strong program of science, technology and global studies with a focus on the language and culture of Japan. With 106 students from Glastonbury attending this school, planning has begun for building a new facility located on the grounds of Rentschler Field in East Hartford.

Two Rivers (5 town) Middle Magnet School, a science and technology magnet located in East Hartford, has over 85 Glastonbury sixth, seventh and eighth graders attending this unique program in 2003-2004.

At the high school level, Glastonbury students attended both the Learning Corridor for Math, Science and the Arts

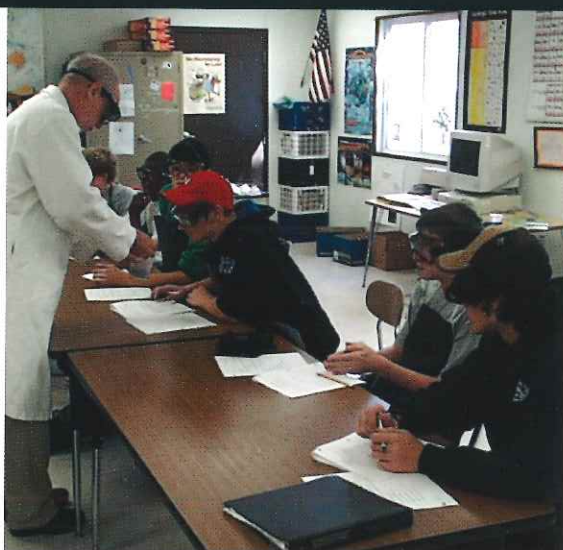
and a new opportunity at the Great Path Academy at Manchester Community College. Each of the magnet schools offers a different and unique option for Glastonbury students.

### Safety and Security

Keeping our children safe and ensuring that we have the knowledge, tools, and capacity to protect them in the face of crisis, natural disaster or acts of terrorism is a shared responsibility. A comprehensive Crisis Management Plan and Incident Protocol Guidelines is in place.

Also, our elementary schools were equipped with security cameras that allow us to monitor both interior and exterior areas of the schools. In addition, our buses are equipped with a device called a Child Safety Reminder, that requires drivers to walk to the back of the bus to disengage a buzzer before they are able to remove the keys from the ignition.

This year, Automated Electronic Defibrillators are located in each of our schools thanks to generous donations from our community.



# Human Services

## Social Services

The Social Services Department strives to promote the well-being, self-sufficiency and quality of life among Glastonbury residents. The department develops and administers various programs and initiatives which provide individuals and families with the necessary support and opportunities to realize their fullest potential. The department's Administrator serves as the Staff Liaison to the Human Relations Commission, which is charged with investigating complaints of illegal discrimination in the workplace, housing and education. No complaints were received by the Commission during fiscal year 2002-2003.

The Social Services Department's accomplishments during F.Y. 2003-2004 include:

- Implemented Expanded Local Elderly Tax Relief Program which increased participation 25%.
- Continued automation of Energy Assistance Program by connecting to statewide Energy Assistance Program data bank.

## Senior Services

The Senior Services Department operates as a community focal point for the coordination of multi-purpose services and programs, for Glastonbury seniors who are living independently or with families in the community. The department services town residents age sixty years old and over, in order to promote independence, personal enrichment and an enhanced quality of life.

The Senior Services Department provides a wide variety of services and programs to Glastonbury's older residents. The Dial-A-Ride program provides accessible in-town transportation for seniors and disabled adults. The department also offers seniors a nutritious lunch program Monday through Friday. The Senior Outreach Program helps frail and homebound seniors access the information and services needed to remain independent in the community. A variety of town sponsored cultural, recreational and wellness programs are offered at the Senior Center and at

various locations throughout the town. The Friendship Circle is a program for frail seniors which offers stimulating mental and physical activities in a structured, supervised setting. Information on services and programs for seniors is available through a monthly informational newsletter, The Sharing Tree, which is distributed to approximately 1800 Glastonbury households.

The Senior Services Volunteer Program helps the community face the challenge of providing necessary services with limited resources. Approximately 125 volunteers donate their time and talents to offer a wide of services that benefit the Glastonbury seniors.

Some of the Senior Services Departments accomplishments of the past fiscal year include the following:

- Provided Elderly Outreach Services to 857 seniors and their families. This program assists seniors in maintaining their physical, social and financial independence by providing information, referral, and in-home support services to seniors and their families.
- Provided 17,827 rides to senior and disabled adults through the Dial-A-Ride program.
- Increased participation in Senior Center Programming by 15% by offering new programs and initiatives.



Joyce Laborne  
with 20 years of service  
as a Dial-A-Ride driver.



The Youth Advisory Council with their new billboard.



The November 2004 Coffee House at the Academy School gymnasium.



WACY leaders use teamwork to take an object from one end and put it into a bucket.

### Youth & Family Services

Glastonbury Youth and Family Services coordinates, supports, and delivers services to youth and families in Glastonbury with children and young adults under twenty-one years of age. Our mission is to serve Glastonbury youth and families by striving to excel client expectations by providing positive development opportunities to empower youth and their families.

Youth and Family Services is composed of three program areas: Clinical Services, Outreach Services and Creative Experiences.

Outreach Services provides on-site programming at the High School, Smith Middle School and Welles Village. The High School Outreach Services program has serviced over 1,000 youth utilizing a Peer Education program. The Middle School Outreach worker does immediate counseling, mediation, ropes program and homework clubs. Outreach Services also runs a twelve-month leadership and computer training program for Welles Village youth called WACY (Welles Village Activity Council for Youth).

Clinical Services has provided counseling services for 860 individuals over the past fiscal year. Clinical

Services also has offered several educational and therapeutic groups to Glastonbury Youth and their families as well as a very popular series of Parenting Forums that have been well received by the community.

Creative Experiences offered three dramatic presentations: a fall and a spring production performed by the Peter Pan Players, and the summer musical, *Footloose*. Creative Experiences Haunted House at Academy served over 1,000 youth and their families. The Youth Services Action Group (YSAG) gives service to the community by being involved in over 100 community projects and services. Other programs sponsored by Creative Experiences include *Pass It On*, a community television program run by youths; and *Double Take*, an improvisational theater group and *Odyssey of the Mind*, a creative problem solving team experience.

### Parks & Recreation

The Parks and Recreation Department and Fine Arts Commission continue to provide a wide variety of recreation opportunities which work to enhance the quality of life in Glastonbury. Town sponsored programs, public parks and open space work together to meet the diverse needs and interests of the community and its members.

Several park improvements were completed this year. With financial assistance from The Hartford Foundation for Public Giving and support from the Glastonbury Rotary Club, a pedestrian entrance and trail leading to the riverfront park area was constructed across from Rankin Road on Main Street. This connection represents the first segment of what is envisioned as an extensive system of walking trails connecting Main Street, Town Hall, the riverfront park and the new community center. Phase one of a multi-year program to replace outdated spectator seating and deteriorated baseball backstops in public parks was implemented. The Hopewell School PTO installed a new children's playscape.

Detailed plans have been developed for the 45 acre Town-owned land on Welles Street that borders the Connecticut River. The plan includes areas for both active and passive recreation, as well as, conservation. Active recreation facilities include a fairgrounds, walking trails, lighted baseball field, athletic fields, and a covered picnic shelter. The Town has submitted applications for required permits to both State and Federal regulatory authorities. On an adjacent parcel, the Town began construction of a new 21,000 s.f. community center.

# Human Services

Scheduled for a spring 2005 opening, the center will be an anchor for the extension of the riverfront park north to Naubuc Avenue. Additional plans are being developed for an extension of the riverfront park. Opportunities for waterfront recreation including a boat house, canoe/kayak launch and excursion boat dock are under consideration. Picnic areas, a river walk, great lawn, children's playground, amphitheater, and outdoor skating area are also envisioned.

The teen center and skate park at the Academy Building continue to thrive. Over 7,000 individual visitations were made, and the after school bus from Gideon Welles and Smith schools has been extremely successful. The collaborative effort with GLAD, the Town's substance abuse prevention council, has resulted in a third year of funding, \$100,000, from the Drug Free Communities Grant Program. Expanded recreation opportunities for teens continue to be a significant focus and accomplishment this year.

Other programs, for residents of all ages, continue to be well received. The outdoor swimming areas, Eastbury Pond and Addison and Grange Pools, continue to be popular destinations during the dog days of summer. The

Summer Music Series, co-sponsored with the Chamber of Commerce, makes the Hubbard Green the place to be on Wednesday evenings in July. Numerous competitive sports opportunities are offered for youth and adults alike including tennis lessons, junior team tennis, swim team, youth basketball, co-ed soccer, men's, women and co-ed softball, gymnastics and volleyball. Opportunities that contribute to a healthy lifestyle include aqua fitness, adult exercise class, aerobics, pilates, yoga, senior citizen exercise and fun runs. The Town's comprehensive, year-round program offers a wide variety of activities of interest to residents.

As the Town's population continues to grow, the department is challenged to meet the increased demand for recreation services. Virtually all of the Town's youth sports programs have expressed interest in having additional lighted athletic fields. The indoor pool at the high school is fully programmed and used to its maximum potential. Additional park land is needed for the development of active recreation areas. Access to the Connecticut River for recreation continues to be a high priority for Glastonbury residents. The new community center will help meet the need for indoor programming space especially during mid-week daytime hours. The new tennis courts being built

as part of the high school renovation, including four with lights, will significantly improve playing conditions.

As budget pressures mount, the Department continues to be diligent in its efforts to provide programs and services in a cost effective manner. Increased emphasis is also being placed on revenue generating activities while keeping programs affordable for all.

Looking ahead, several projects are planned for implementation within the next 12-18 months. Pedestrian walkways will be built within Addison Park in late 2004. A practice putting green is being built at Minnechaug Golf Course and is scheduled for a spring 2005 opening. The Addison Pool, which opened in 1995, is scheduled to have its surface refinished and the bathhouse repainted in the spring of 2005. Portable outdoor staging, for concerts and outdoor events, is being purchased. Last, but not least, we look forward to the opening of the new community center in June 2005.

Many thanks to the dedicated staff, boards and commissions, community service clubs, private businesses, donors, and volunteers, whose contributions make Glastonbury a great place to live, learn, work and do business.

Mothers and mothers-to-be at the Welles-Turner Babies Program.



### Welles-Turner Memorial Library

The mission of the Welles-Turner Memorial Library is to provide books and other media, facilities, and professional services to inform, educate and culturally enrich the community. The collection contains approximately 137,000 items, print and non-print. Non-print materials (videos, DVDs, CDs, books on tape/CD) represent 12% of the collection.

During the year, we held 377 programs and 13,309 people attended. The Adult Services Department featured eight (8) specialized Internet classes that included an introduction to e-mail, travel sources on the Internet, investing for beginners and an introduction to the iConn research databases.

In April 2003, the Children's Department introduced After School Snacks for Kindergarteners and first graders. This successful program offers stories and activities to help promote the joy of reading and a snack! This program is now offered three (3) times a year.

The Preschool Art Show was moved to March this year. There were over 620 pieces of artwork from Glastonbury preschools, daycare centers and home daycares. Approximately 300 people attended the Art Show Opening/Storytime.

The Teen Advisory Board (TAB) continued to plan and produce programs for teens. They held a successful Film Festival in January 2004. Eight (8) teens entered films that they had produced. The films were judged in different categories and prizes were awarded to the winners in each category. This will become an annual event.

Hennen's American Public Library Rating (HAPLR) scores are released each fall. The HAPLR Index includes 15 factors, focusing primarily on circulation, staffing, materials and reference service. The statistics are collected through the Federal-State Cooperative Service that collects data on over 9,000 public libraries nationwide. Each factor is assigned a weight and the score is calculated. For 2004, the HAPLR score for Welles-Turner Memorial Library is 790 (out of possible 1,000). This score ranks the Library in the 94<sup>th</sup> percentile in the Population Category 25,000-49,000.

Other accomplishments:

- Circulated 552,367 items, 4% more than last year.
- 310,850 people visited the Library in person.

- 61,106 visited online at [www.wtmlib.com](http://www.wtmlib.com).
- Wireless Internet access was installed.
- World of Words programs featured programs the food and culture of India.
- Summer Reading Program, "Catch a Title Wave" attracted 1,494 participants, an increase of 27% over the previous year.
- Added museum passes to Eric Carle Museum of Picture Book Art and the Beardsley Zoo, courtesy of the Friends of the Library.
- In the Heart of the Sea by Nathaniel Philbrick was the book that Glastonbury read in 2004. Seventy-five people heard Mr. Philbrick speak on May 12, 2004.
- Library Director serves as liaison to the Library Board, Friends of the Library and the Second Century Fund.

### East Glastonbury Public Library

The East Glastonbury Public Library, affectionately known as "Little Red", is a Connecticut nonprofit corporation incorporated in 1960. The Library was incorporated to provide a library for the newly opened Eastbury Elementary School by the parents of the children who attended the school.



Children enjoy the "Llama at the Library" Day.

Standing in front of the YA mural are the 'TAB' teens and artist Michael Bruno.

# Human Services



East Glastonbury Library is located on Neipsic Road, next to the Eastbury Elementary School. The building was built in 1889, without a foundation, as a one room school house. In 1900 a second room was added and a foundation was built under the enlarged school. Eight grades were taught there, four grades and one teacher in each room. The Library continued as an elementary school until Eastbury School was built. For a brief time it was also used by the Vo-Ag department of the High School. In 2002, the building was declared a Historic Building by the State of Connecticut.

Little Red has grown over the years into a full service library, serving the whole community of Glastonbury. It is completely staffed by volunteers and funded by the Library Board of Directors, an active Friends group, an annual grant from the Town of Glastonbury and by private gifts and donations. The Friends group holds a used book sale every fall and a Book, Bake and Bric-a-Brac sale every spring to raise money for the expressed purpose of purchasing books for the Library.

One of two rooms houses a very large collection of children's books including a small adjoining room dedicated to

easy to read and picture books for the very young. Many classes from the Eastbury School, with their teachers, make use of this facility on a weekly basis. The other room is home to a collection of adult fiction and non-fiction, magazines and newspapers. Most best sellers are available as are travel books, cook books, reference books and much more. There is also a small collection of videos and audio tapes.

The Library sponsors a Book Study Group which meets on Wednesday afternoons and is open to anyone interested. In the summer the Library sponsors a Summer Reader's Program which is very popular with pre-school, elementary and middle school programs. There is also a special summer program for children who will be entering kindergarten at Eastbury School in the fall. Starting in January of 2005, a children's story time will take place on Monday mornings.

The Library also mounts special displays in the foyer. A different collection, provided by a Glastonbury resident, is featured every two months. The displays are intended to reflect the interests of library visitors. Some recent displays have included beautiful seashells and china tea cups.

Open Mondays from 1 PM until 4 PM and 7 PM until 9 PM, Tuesdays from 9 AM until 4 PM, and Thursdays from 9 AM until 4 PM and 7 PM until 9 PM.  
- Telephone: 860-633-5637  
- 1389 Neipsic Road

## South Glastonbury Public Library

The South Glastonbury Public Library, incorporated in 1926, is located in a former Methodist church building at 80 High St. The building, dating to 1828, is on the National Register of Historic Places. The building housed an active congregation of mill workers until a schism developed in 1843. A portion of the congregation believed the teachings of a Rev. Miller who predicted that the world would end in 1843. Another segment of the church believed that civilization might go on longer so the church disbanded. It reopened in the 1850's as a black church and was the site of many abolitionist meetings.

The library is staffed by volunteers and is overseen by a Board of Trustees who manage policy and finances.

The Library is funded by an annual grant from the Town of Glastonbury and an annual fund drive for private gifts and donations.

# Facilities

## Maintenance & Services

Robert Planeta, Town Electrician, working on the new air conditioning system in the Academy School cafeteria.



Contractors place concrete foundations at the new Riverfront Community Center.

The Library has a wide selection of fiction and non-fiction for both children and adults and a wide selection of periodicals. In addition to best sellers, there is an emphasis on stocking first novels by emerging writers and on acquiring medal award books for children. The pre-teen and easy reader sections have been enlarged and there are many current books in large print.

The Library houses the Hodge Natural Science Collection and the Louisa Taft Kinne Memorial Collection. The books, donated in years past, are invaluable sources of information on nature, animals and plants and early American furnishings, crafts and industry.

Circulation for the past fiscal year was just under 5,000. New adult books may be borrowed for two weeks and all others may be signed out for four weeks. Patrons may request that books be purchased and there is a reserve system for the more popular books.

A woman's book study group, led by Dale Carstens, meets at the Library on the first Tuesday evening of every month. All are welcome. A story hour for preschool children, led by Martha Baribault, meets on the first and third Wednesday mornings of every month

from October to June. An always successful summer reading program runs from mid-June to mid-August when it ends with an ice cream social.

Open Sundays 2:00 – 4:00 p.m., Mondays, Wednesdays and Thursdays from 1:30 p.m. – 3:00 p.m. and 7:00 – 8:30 p.m., Tuesdays and Fridays from 1:30 – 3:00 p.m.  
- Telephone: 860-633-4793  
- 80 High Street

### Facilities Maintenance and Services

The Facilities Maintenance and Services Department is responsible for operations, maintenance, and management of over 200,000 square feet of facilities as well as management of design and construction of all municipal building projects. The Department performs or manages preventive maintenance, repair, custodial services, and project design and construction management using skilled in-house staff and contracted service providers. The Department also manages \$1 million in utility and communication accounts for all Town facilities.

In addition, the Department is responsible for bidding, managing, and inspecting a variety of contracted services and vendors for all Town agencies.

All public building projects are managed by the Department, which also provides staff support to the Public Buildings Commission.

Highlights from the previous year include:

- Broke ground for the new Riverfront Community Center
- Designed and installed a new air conditioning system in the Academy cafeteria for the Senior Lunch program
- Managed the replacement of roof-top heating and ventilating units at the Glastonbury High School
- Installed new roofs at the Cider Mill residence and the Wastewater Treatment Facility Operations Building

# Housing Authority

## **Glastonbury Housing Authority**

The Housing Authority currently administers a total of 445 assisted dwelling units within the Town of Glastonbury. These include the following housing developments: Welles Village, Center Village, Village Green, Herbert T. Clark House Congregate and Assisted Living, and Section 8.

In addition, the Housing Authority also serves as the administering agency for the Town of Glastonbury's Moderate Price Housing program, and staff for the Town's Fair Rent Commission.

## **Recent Activities**

During the past year, the Housing Authority has pursued a number of projects. These have included:

- Completed construction on a \$4.8 million assisted living addition to the Herbert T. Clark House. This 25,000 SF project creates 25 new affordable living residences with assisted living services. The facility was developed by the Housing Authority of the Town of Glastonbury and is owned by Herbert T. Clark Assisted Living

Limited Partnership. The Connecticut Assisted Living Demonstration Program represents a strong collaboration of public and quasi-public agencies, including the Office of Policy and Management (OPM); the Connecticut Housing Finance Authority (CHFA), Connecticut Department of Public Health (DPH), the Connecticut Department of Social Services (DSS), and the Connecticut Department of Economic and Community Development (DECD). This unique demonstration program was funded through the Connecticut Housing Finance Authority.

- The Housing Authority received \$369,707 in funding from the U.S. Department of Housing and Urban Development Capital Grant Program for modernization work in Welles Village. This funding will be used for bathroom and kitchen renovations in vacant units.

- The Housing Authority recently completed renovations for accessibility improvements on its main office and community room. This included a new computer center for youth in Welles

Village, which opened in August of 2004. Operation of this center is funded by grants from the Hartford Foundation and others, and is managed and staffed by the Town of Glastonbury's Youth and Family Services division.

- Continuation of the Welles Activity Council for Youth (W.A.C.Y.), in conjunction with the Town's Department of Youth and Family Services.

- The Herbert T. Clark House Auxiliary raised over \$1,000 through the State of Connecticut's Neighborhood Assistance program, and from private donations. The Auxiliary is a way for the Glastonbury community to provide needed support for our housing programs, since most operations are not subsidized

## **Schedule of Meetings**

The Housing Authority of the Town of Glastonbury meets the third Wednesday of the month at the Main Office, 25 Risley Road, Glastonbury, CT 06033 at 5:45 P.M. The meetings for 2005 are as follows:

- January 19, 2005
- February 16, 2005
- March 16, 2005
- April 20, 2005
- May 18, 2005
- June 15, 2005
- July 27, 2005 (Annual Meeting)
- August 17, 2005
- September 21, 2005
- October 19, 2005
- November 16, 2005
- December 21, 2005





# SPECIAL PULL-OUT SECTION

www.glasct.org

## TOWN OF GLASTONBURY Organizational Chart

**Town Manager**  
Richard J. Johnson

**Chief of Police**  
Thomas J. Sweeney

**Community Development Director**  
Kenith E. Leslie

**Director of Finance and Administrative Services**  
G. Ted Ellis

**Director of Human Resources**  
Patricia C. Washington

**Town Engineer, Manager of Physical Services**  
Daniel A. Pennington

**Director of Building Services**  
Herbert L. Schwind

**Assessor**  
David L. Valente

**Assistant to Town Engineer**  
Stephen A. Braun

**Building Official**  
Edward P. Pietrycha

**Civil Preparedness**  
Robert F. DiBella

**Collector of Revenue**  
Norman Z. Rosow

**Controller**  
Nina R. Cousins

**Director of Health**  
David W. Boone

**Director of Parks and Recreation**  
Raymond E. Purtell

**Fire Chief**  
Matthew G. Nelson

**Fire Marshal**  
Christopher N. Siwy

**Fleet Superintendent**  
Thomas O. Tierney

**Physical Services Operations Manager**  
Vacant

**Housing Authority Director**  
Ivan M. Pour

**Director of Human Services**  
Patricia R. Schneider

**Library Director**  
Barbara J. Bailey

**Information Systems & Technology Coordinator**  
Robert L. Ashton

**Purchasing Agent**  
Mary F. Visone

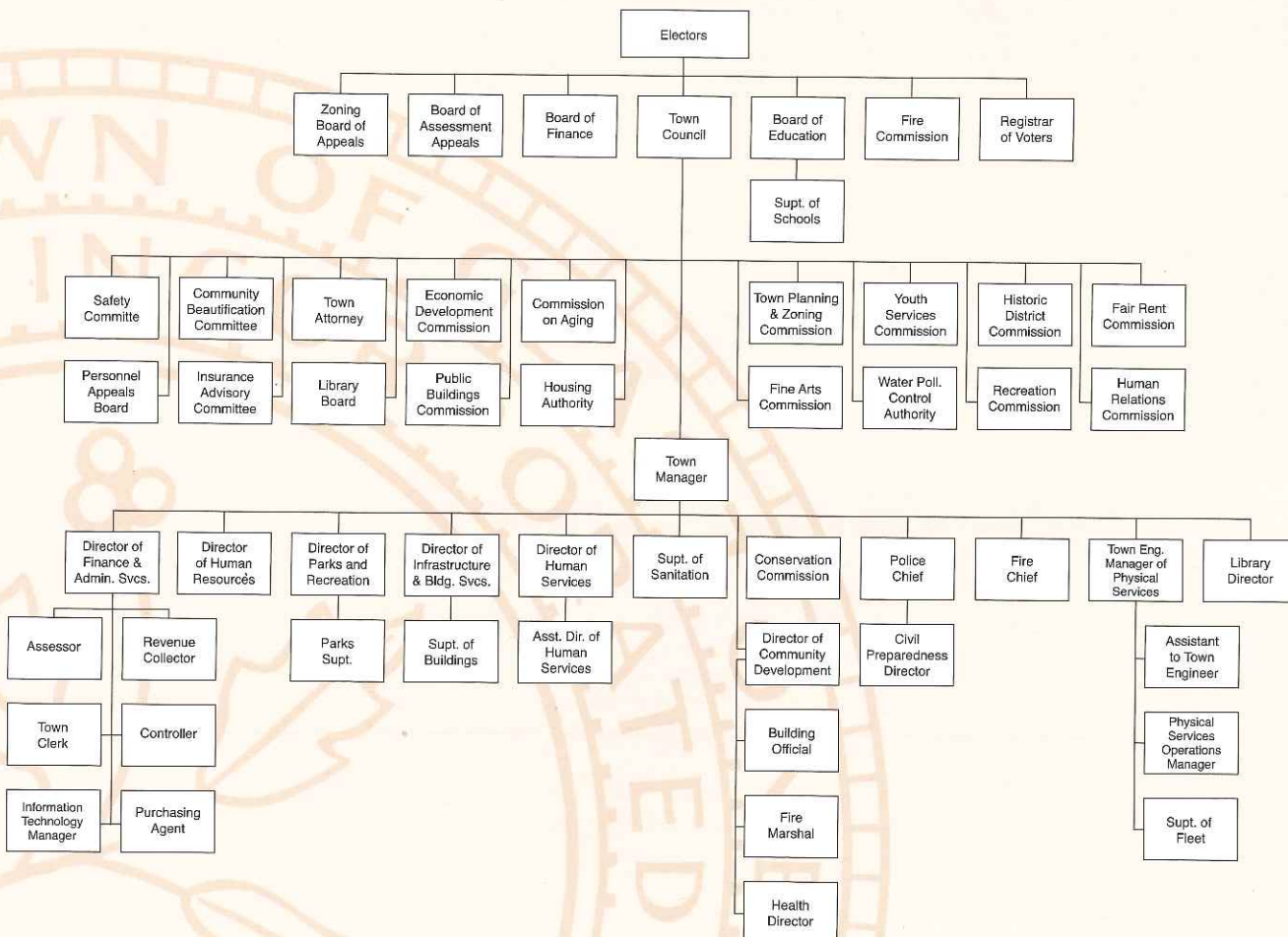
**Superintendent of Buildings**  
David Sacchitella

**Superintendent of Sanitation**  
Michael J. Bisi

**Town Attorney**  
Bruce Chudwick

**Town Clerk**  
Joyce P. Mascena

**Assistant Director of Human Services**  
Vacant



## Dates to Remember

### Financial Administration

January 22	Annual Town Meeting
March 18	Final Budget Hearing

### Property Assessment

February 20	Deadline for filing written appeals to Board of Assessment Appeals
October 1	Annual Assessment Date: Property owners listed in Grand List
November 1	Last day to file business personal property declarations with assessor

### Revenue Collection

January 1	(For your convenience, a drive-up/drop-off payment box is located in the circle by the flag poles at Town Hall). Second Installment of 2002 grand list Taxes become due. The taxes include real estate, personal property and supplemental motor vehicle.
July 1	First Installment of 2003 grand list taxes become due
November 1	Sewer use Bills become due

### Town Clerk

April 17	Fishing season opens
June 1	Dog Licenses become available for the next fiscal year
August 10	Primary for the November 2 election if a challenge is filed
October 1	Absentee ballots for November election become available in Town Clerk's office
October 16	Hunting season opens
October 19	Last day to register to vote in order to vote in the November election (except for those who move to Town, turn age 18, or become a U.S. Citizen after this date).
November 2	Election Day

### Social Services

February 2	Homeowners' and Additional Veterans' Tax Relief Programs begin
March	Camp CONNRI and Channel 3 Country Camp applications available
April 30	Last day to apply for Energy Assistance benefits
May 14	Last day to apply for Homeowners' Tax Relief
May 17	Renters' Tax Relief Program begins
May 31	Last day to apply for Operation Fuel benefits
July & Aug.	Back-To-School promotional programs
September 15	Last day to apply for Renters' Tax Relief.
October 1	Last day to apply for Additional Veterans' Tax Relief benefits.
October 15	Energy Assistance application period begins.
November 18	Thanksgiving food baskets distributed (tentative).
December 1	Operation Fuel application period begins.
December 13, 14 & 15	Annual Toy Shop (tentative).

### Refuse Disposal

April 7	Extended operating hours for Transfer Station ONLY during Day Light Savings time begin, Wednesdays 7:00 a.m - 7:00 p.m.
September 15	Modified Day Light Savings hours, Wednesdays 7:00 a.m. - 6:00 p.m.
October 27	Last Wednesday of Transfer Station extended operating hours

Household Hazardous Waste Collection schedule for Spring and Fall 2003 will be provided in the local newspaper, mailers and on the Town's website.

### Water Pollution Control Division

November 1	Sewer Use payments due.
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### Youth & Family Services

February 28	Charity Cabaret, Gideon Welles School, 7-10PM
June 4	"Destination Imagination", Gideon Welles School, 7:30PM
August 12, 13, 14	Summer Show, TBA, Smith Middle School

# SPECIAL PULL-OUT SECTION

www.glasct.org

## Community Events 2005

### Apple Harvest Festival 2004

October 16 & 17

### Welles-Turner Memorial Library Events

National Library Week April 18-24  
Book Sale May 15, 9AM – 5PM  
Library Card Sign Up Month September  
Book Sale September 11, 9AM – 5PM  
Banned Book Week September 19-25  
Teen Read Week October 17-23  
Children's Book Week November 15-21

Fun Runs (Tuesday evenings) 6:30 p.m. GHS  
June 22, June 29, July 6, July 13, July 20,  
July 27, August 3

Kid's Pooch Pageant 6:00 p.m. Hubbard Green July 12 (Rain date: July 19) Pre-registration required

Santa's Run 3.5 Mile Run Noon GHS December 5 (Snowdate Sunday, December 12)

### Senior Picnic

Hubbard Green, August 4 (tentative). Festivities begin at 9:30 a.m.

### Summer Music Series

7:00 p.m., Hubbard Green, Wednesdays July 7, July 14, July 21, July 28

### Town Band Concert

7:00 p.m., Hubbard Green, Sundays July 11, July 18, July 25, August 1

### Boards and Commissions Meeting Schedule

Town Council	2nd and 4th Tuesdays	Town Council Chambers
Board of Education	2nd and 4th Mondays	Town Council Chambers or GHS Library
Board of Finance	3rd Tuesday	Town Hall Meeting Room, 2nd Floor
Town Plan & Zoning Commission	1st and 3rd Tuesdays	Town Council Chambers
Board of Assessment Appeals	As required	Town Hall
Building Board of Appeals	As required	Town Hall
Commission on Aging	1st Monday	Senior Center, 17 Hebron Avenue, 1st Floor
Community Beautification	2nd Wednesday	Town Hall Meeting Room, 2nd Floor
Conservation Commission	2nd and 4th Thursdays	Town Council Chambers
Economic Development	1st Monday	Office of Community Development, Town Hall, 3rd Floor
Fair Rent Commission	As required	Herbert T. Clark House, 45 Canione Road
Fine Arts Commission	2nd Monday	Glastonbury High School, Room 136
Fire Commission	1st Thursday	Fire Company #1, 2825 Main Street
Historic District Commission	As required	Town Hall
Housing Code of Appeals	As required	Town Hall
Human Relations Commission	Quarterly	Town Hall Lunch Room, 2nd Floor
Insurance Advisory Committee	Quarterly	Engineering Conference Room, Town Hall, 3rd Floor
Public Buildings Commission	1st Wednesday	Town Hall Meeting Room, 2nd Floor
Public Housing Authority	3rd Wednesday	Herbert T. Clark House, 45 Canione Road
Recreation Commission	3rd Thursday	Parks and Recreation, 1086 New London Turnpike
Safety Committee	4th Monday	Town Hall Meeting Room, 2nd Floor
Water Pollution Control Authority	2nd and 4th Wednesdays	Town Council Chambers
Welles-Turner Library Board	2nd Monday	Welles-Turner Memorial Library, 2407 Main Street
Youth and Family Services Commission	2nd Wednesday	Youth and Family Services, 321 Hubbard
Zoning Board of Appeals	1st Monday	Town Council Chambers

NOTE: Please contact the Town Clerk's Office at 652-7616 to confirm dates, times and locations as some schedules change due to holidays.

# SPECIAL PULL-OUT SECTION

www.glasct.org

## Town Departments 2005

### For Information

General Information  
 Accounts Payable  
 Administration  
 Assessment  
 Assessment  
 Birth Certificates  
 Building Permits  
 Bulky Waste Disposal  
 Children's Department  
 Civil Preparedness  
 Death Certificates  
 Deeds  
 Demolition Permits  
 Facilities & Food Services Dir.  
 Dial-A-Ride  
 Dog Licenses  
 Dog & Animal Problems  
 Drainage Problems  
 Electrical Permits  
 Elderly Municipal Agent  
 Energy/Fuel Assistance  
 Engineering  
 Facilities Services  
 Financial Administration  
 Financial/Medical Assistance  
 Fire Chief  
 Fire Marshal  
 Food Bank  
 Health Matters  
 Highways  
 Housing Authority Comm.  
 Inland Wetlands  
 Landfill Permits  
 Libraries  
  
 Marriage Licenses  
 Nursing  
 Passport Information  
 Personnel  
 Planning  
 Plumbing & Heat Permits  
 Police (General Information)  
 Probate Court  
 Recreation  
 Recreation Schedules/Cancellations  
 Refuse Disposal/Recycling  
 Refuse Disposal/Recycling  
 Registration of Voters  
 Salvation Army  
 Sanitary Inspection  
 Senior Center  
 Sewer Department/  
 Water Pollution Control  
 Sewer Use Bills  
 Snow Removal & Streets  
 Social Services  
 Taxes  
 Taxes  
 Tax Relief Program  
 Trees  
 Voting  
 Youth & Family Services

### Call

Information Center  
 Accounting  
 Town Manager  
 Assessor  
 Info Line  
 Town Clerk  
 Building Office  
 Sanitation  
 Welles-Turner Library  
 Civil Preparedness  
 Town Clerk  
 Town Clerk  
 Building Office  
 Brad Devlin  
 Senior Services  
 Town Clerk  
 Animal Control Officer  
 Engineering  
 Building Office  
 Senior Services  
 Social Services  
 Engineering  
 Facilities  
 Administrative Services  
 Social Services  
 Fire Department  
 Fire Marshal  
 Social Services  
 Health Department  
 Highway Superintendent  
 Housing Authority  
 Community Development  
 Engineering  
 Welles-Turner  
 S. Glastonbury  
 E. Glastonbury  
 Town Clerk  
 Visiting Nurse Assoc.  
 Probate  
 Human Resources  
 Community Development  
 Building Office  
 Police Department  
 Probate Clerk/Judge  
 Recreation Department  
 Info Line  
 Info Line  
 Office  
 Registrar of Voters  
 Social Services  
 Health Department  
 Senior Services  
  
 Sanitation  
 Sanitation  
 Highway Superintendent  
 Social Services  
 Collector of Revenue  
 Info Line  
 Social Services  
 Parks and Recreation  
 Registrar of Voters  
 Youth & Family Services

### Phone

652-7710  
 652-7595  
 652-7500  
 652-7600  
 652-7606  
 652-7616  
 652-7521  
 652-7772  
 652-7718  
 652-7576  
 652-7616  
 652-7616  
 652-7521  
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 652-7606  
 652-7638  
 652-7679  
 652-7627  
 652-7661

### Board of Education

#### Central Office

General Information  
 Superintendent of Schools  
 Assistant Superintendent  
 Business Manager  
 Facilities & Food Services Dir.  
 Transportation

#### Contact Person

Alan Bookman  
 Jeffrey Kitching  
 Sharon Smith  
 Brad Devlin  
 Angelo Balesano

#### Phone

652-7951  
 652-7961  
 652-7965  
 652-7941  
 652-7948  
 682-7295

#### Curriculum

Art  
 Athletics  
 Career/Vocational Education  
 Foreign Language  
 Language Arts/Reading  
 Mathematics  
 Music  
 Physical/Health Education  
 Science  
 Social Science  
 Guidance Dept/Director  
 Special Education (Elem.)  
 Special Education (6-12)

#### Director

Daniel Roach  
 Barbara Startup  
 Gary Nolf  
 Christine Brown  
 Richard Dlugos  
 Michael Landry  
 Patricia Lignelli  
 Jean Mee  
 Kenneth Roy  
 Deborah Williard  
 Linda Roberts  
 Diane Goncalves  
 Leslie Roulier

#### Phone

652-7957  
 652-7234  
 652-7252  
 652-7955  
 652-7967  
 652-7967  
 652-7956  
 652-7236  
 652-7293  
 652-7967  
 652-7214  
 652-7971  
 652-7971

Glastonbury High School  
 Principal

Matt Dunbar

652-7204

Smith Middle School  
 Principal

Thomas Russo

652-7040

Gideon Welles School  
 Principal

Frances Maynard

652-7800

Buttonball School  
 Principal

Patricia DaSilva

652-7276

Eastbury School  
 Principal

Sheryl Harriman

652-7858

Hebron Avenue School  
 Principal

Linda Provost

652-7875

Hopewell School  
 Principal

Karen Loiselle

652-7897

Naubuc School  
 Principal

Catherine Colavecchio

652-7918

East Hartford/Glastonbury  
 Magnet School Principal

Glen Peterson

622-5400

Two Rivers Middle Magnet School  
 Principal

David Pearson

509-3607

### Town Web Site

www.glasct.org

**FIRE, POLICE & EMERGENCY**  
 Routine Calls to Police Department

**DIAL 911**  
 633-8301

## Great Pond Preserve Stewardship Committee

2004 highlights at Great Pond include:

### Rare & Endangered Plant Report

In March the Stewardship Committee received a report from Casper Ultee, President of the Connecticut Botanical Society, on the status of rare and endangered plants at Great Pond. Populations of the four rare or endangered species found are holding their own, but we must be vigilant to any threats that may arise, like unrestricted traffic. None are showy or particularly beautiful and therefore picking by visitors should not be a problem.

### DOT Addresses Problems at Route 17

A considerable delta has formed where Grindle Brook enters the Pond due to road sands and soil being carried down the Brook during heavy rainstorms. Much of the problem started with Route 17 runoff and the deep erosion gullies which developed as a result. At the Committee's urging the Connecticut DOT took steps last summer to address this problem by rebuilding a catch basin, armoring with riprap and removing trapped sediments more often. We believe this work will reduce siltation into the Pond.

### Rerouting Trail to Ease Access

In October, volunteers accomplished a minor rerouting of the trail near the Preserve entrance to avoid a steep incline. We had received complaints over the years that this steep section excluded some people from entering the Preserve.

## Continued Battle with Non-native Invasive Plants

It is a continuing battle to keep non-native invasive plants under control. Left unchecked, these would eventually overwhelm the area and threaten native species and the natural plant community. Invasive plants at the Preserve include oriental bittersweet, autumn olive, shrub honeysuckle, winged euonymus and purple loosestrife, which could displace the rare and endangered plants. Fortunately purple loosestrife was not spotted at the Pond in 2004, due to past efforts.

## Community Development Department

The Department provides a wide variety of services through its 4 operating divisions: Building, Fire Marshal, Health, and Planning/Environmental Management. Principal activities include building inspection and zoning enforcement; fire code inspections, fire prevention and fire investigations; well and septic system review and approval, food service licensing and inspection, health education and prevention; land use planning, environmental protection, and economic development planning. Significant staff services are provided to a variety of volunteer boards and commissions such as the Town Plan and Zoning Commission, Conservation Commission, Zoning Board of Appeals, Economic Development Commission, and the Historic District Commission.

During the year, the following accomplishments were achieved:

- Prepared and moved to adoption comprehensive revisions to the

Building Zone Regulations pertaining to the Town's major employment/business district.

- Introduced hand-held computer technology to the Building Inspection Division to enhance field operations.
- Successful fire prevention and code compliance activities paid high dividends with only 3 small incidents reported at inspectable properties.
- Completed a local public health emergency response plan. This plan will guide Health Department and other involved agencies response to a large-scale disease outbreak, whether naturally occurring or the result of an intentional act of bioterrorism.
- In partnership with local businesses, developed a draft regulation and technical guidance for hair salons and cosmetologists.
- Evaluated and provided needed home safety equipment to over seventy seniors as part of an elderly fall prevention program.
- With other cooperating agencies, including the police department, initiated a "Parent's Website" which provides helpful information for parents on the subjects of teen wellness and substance abuse prevention.
- Conducted an assessment of the Public Health system in Glastonbury – this assessment considers public health needs and resources beyond those provided by town agencies – the findings will help establish needs and priorities to better serve the residents of town.

# Physical Services

## Physical Services Department

The Physical Services Department is responsible for the maintenance and inventory of the Town's roadways and infrastructure. This includes existing systems as well as additions proposed through subdivision and site development.

## Engineering

The Engineering Division performs design review of streets, traffic control systems, storm and sanitary sewers, sidewalks, and other public improvements proposed in conjunction with land development. Recommendations are made to appropriate Boards and Commissions of the Town. Following approval, the Division inspects the construction of the public improvements to assure conformance with Town standards.

The Division performs routine inspection of existing Town roads, drainage systems, and traffic control signs and signals. Public inquiries and comments are investigated to address potential problems or defects. Road, storm drainage, and sanitary sewer conditions and maintenance history data are maintained in the Road Manager data network. An ongoing program of obtaining and recording

traffic counts and spot speed data is conducted by staff and pertinent data is shared with the Police Department.

Engineering is responsible for in-house design of public improvements or coordination with private consultants when used in conjunction with Town projects. The Division provides civil engineering services for all Town Departments and provides technical and clerical support to the Water Pollution Control Authority.

In addition, staff maintains property line, easement, and other pertinent mapping data in the Town's web-accessible Geographic Information System (GIS).

Some recent projects include:

- Design of the Glastonbury Bus/Van Storage/Maintenance Facility on Oakwood Drive.
- Coordination and oversight of the Field-Holstein tank farm remediation.
- Design review of the Bell Street bridge replacement over Salmon Brook.

## Highway

The Highway Division is responsible for maintenance, repair, and construction relative to streets, drainage systems, sanitary sewers, traffic controls, sidewalks, and other features of the Town's infrastructure system. Snow and ice removal and joint operation of the Bulky Waste sand and gravel facility are also primary functions. Overall maintenance and construction is accomplished through the use of in-house labor and equipment working in conjunction with contractual entities.

The winter of 2003-2004 provided a typical challenge for those involved in snow and ice removal. Staff responded to 18 storm events and logged 40,051 miles in the process of clearing our roadways of 51" of snow.

Other traditional Highway Division functions such as street sweeping, catch basin cleaning, roadside mowing, and road overlay were performed with positive results. The paving program in particular was successful in providing citizens with good road quality at relatively modest cost. Crews provided surface treatment to approximately 12.5 miles of roadway during 2003-2004.

Left to Right is Bob Devanney, Charlie Little, and Rick French; They are placing curb on Country Club Road. FYI west of Huntingridge Road.



# Physical Services

## Vehicle Maintenance

The Vehicle Maintenance Division's responsibilities include the repair and maintenance of all Town vehicles. This includes a wide variety of vehicles ranging from general purpose cars and police cruisers to school buses, fire apparatus, heavy trucks, and construction equipment. These services also include the installation of special equipment in the new police cruisers. Included within the scope of these services are the very substantial efforts of repair technicians during snow and ice events. The rough duty encountered by plow trucks during snow storms results in a need for quick and knowledgeable mechanical diagnosis and repair in order to keep trucks on the road.

The Division prepares bid specifications for all Physical Services vehicle purchases and reviews specifications for all other Departments. Other Division initiatives include upgrade of the Computerized Fleet Analysis program which will allow for more efficient retrieval of maintenance information. In addition, Vehicle Maintenance staff periodically coordinates public sale of obsolete parts and equipment to ensure maximum salvage values.

## Water Pollution Control Authority

The Water Pollution Control Authority (WPCA) is responsible for reviewing and approving sanitary sewer connections and expansions, and for assessing future needs of the system.

The Water Pollution Control Authority levied assessments in the amount of \$92,041.07 in conjunction with their responsibility to recover the cost of sanitary sewer construction. Of this amount, \$47,163.36 was a result of new construction with the balance due to expansion of existing facilities. During the past fiscal year, 59 new connections were made to the sewer system.

The WPCA upgraded the Hubbard and Smith Brook sewer pump stations. These new stations replaced 30+ year old equipment, bringing the Town in compliance with current codes. This new equipment is state of the art, vastly more efficient, and will meet the needs of a growing community for years to come.

The WPCA was also instrumental in presenting a referendum question for rehabilitation of the Wastewater Treatment Facility to the voters in

November 2003. The referendum was successful and design is underway. When complete, nitrogen discharge to receiving waters will be reduced in accordance with limits established by the Connecticut Department of Environmental Protection.

During the past year, the Authority also replaced sections of a sanitary sewer interceptor line on Welles Street west of Main Street. This portion of line is a gravity line that is the only service line from the Parker Terrace pump station to the treatment plant. A temporary emergency repair was made to a deteriorated portion. A thorough analysis of this segment of line was ordered by the Authority, and it was determined that a 200-foot portion should be replaced.



# Sanitation

## Water Pollution Control Division

The Water Pollution Control Division provides the continuous collection and treatment of sanitary sewage generated within the Town of Glastonbury in compliance with State and Federal regulations. In addition, this Division administers Sewer Use rates, ordinances and provides staff support to the Water Pollution Control Authority.

The following provides highlights of statistics for fiscal year 2003-2004.

- 867.60 million gallons of wastewater were processed averaging 32.40 million gallons per day.
- 3.32 million gallons or 780 tons of sludge were processed and disposed of, averaging 9,096 gallons per day.
- 1,137,024 kilowatt hours of electricity was consumed at the Treatment Plant for the 24 hour per day operation, this is an average of 3,115 kilowatt hours per day.

- Hubbard and Smith Pump Stations Replacement. Both stations have been completed and are now in operation. These Stations replaced badly worn facilities which were constructed in 1968 and 1969 respectively. The new Stations will improve efficiency and staff safety.
- Water Pollution Control Facility Upgrades. Pursuant to the successful November 2003 public referendum, work has begun on this major project. An Engineering Consultant has been selected and design work is underway. This upgrade is required to meet new discharge requirements established by the Connecticut Department of Environmental Protection (DEP) to improve water quality to the Connecticut River and Long Island Sound. In addition replacement equipment will provide improved operations efficiency and safety.

## Refuse Disposal Division

The Refuse Disposal Division operates solid waste disposal, recycling facilities and administers permits for private collectors, ordinances and operating guidelines for waste disposal facility users.

The following provides an overview of statistical data for the Refuse Disposal operation.

- 3,165 tons of Refuse was disposed of at the Transfer Station, 4,104 tons of Bulky Waste at the Bulky Waste facility. Of these 4,469 tons of material was recycled.
- 40.8% of solid waste Town wide was recycled.
- 629 residents utilized the Regional Household Hazardous Waste Collection Facility during the year.

Pump Station located at the corner of Main and Hubbard Street.





# Public Safety

## Police Department

The Glastonbury Police Department is a nationally accredited law enforcement agency committed to providing service to our community in a professional and sensitive manner. In 1986, the Department was the first law enforcement agency in Connecticut to be accredited. In 2004, it was the first to reach its fifth re-accreditation.

The Department consists of 57 sworn officers and 16 civilian support personnel. Patrol officers maintain a visible police presence and 7 day/24 hour response capability to incidents occurring in Town. The primary mission of the Patrol Force is to prevent and/or eliminate public safety problems. These officers are the primary contact between the Department and the public. They provide the critical first response to all crime, traffic and medical emergencies occurring throughout the Town. The nature of the work requires these officers to be highly trained and to flexibly readjust to handle a wide variety of complex situations.

While the Town's population has continued to grow, the level of cases handled by the Department has remained fairly constant for the past several years. During FY 03/04, the Department handled 18,763 cases. This is a increase of approximately

4.5% over the prior year. The major elements of that caseload are broken down as follows:

- Traffic 7,541
- Services 7,522
- Criminal 3,902

The serious crime index, reported to the F.B.I. remained low and essentially unchanged at 495 offenses, compared to 499 in the prior fiscal year.

The Department places great emphasis on issues pertaining to youth. Full time School Resource Officers are assigned to the Middle and High Schools. In addition to enhancing school safety, the officers are in daily contact with youth. While they may occasionally take enforcement action, their primary focus is on preventing problems for youth and discouraging their involvement with crime and/or substance abuse. Working with the Town's Substance Abuse coordinator, youth officers developed and maintain a resource website for parents concerning problems and issues facing youth. This website for parents, accessible through the Town's website, is believed to be the first of its kind in the State, if not the country.

In the past year, officers implemented a new DARE curriculum in the sixth

grade. Internet safety instruction was taught to the entire fifth grade class while an anti-bullying program was implemented in the fourth grade and middle school. Due to increased concerns about Internet Safety, a youth officer was assigned to the FBI's Innocent Images Task Force. In FY 03/04 that investigator was highly successful in baiting in and arresting several serious internet pedophiles.

The Department maintains a high priority emphasis of drunk-driving enforcement. Consistent with its strong emphasis on prevention, the Department maintains a proactive posture in addressing the problems of underage drinking and substance abuse. This is accomplished by the continuing checks of establishments selling alcoholic beverage and tobacco to ensure compliance with laws governing sales to minors. High priority is maintained to enforcing the Town's Alcohol Ordinance against possession by a minor, or hosting parties where alcohol is served to minors.

In March 2004, the Department implemented Emergency Medical Dispatch. That process provides structured protocols for screening all medical calls to insure that the correct response occurs and, if necessary, proper instructions conveyed to



CREST (Capitol Region  
Emergency Services Training)  
Team at Glastonbury Range.

# Public Safety

Rescue Lieutenant James Cabral demonstrates vehicle extrication at the Apple Festival.



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the caller regarding actions to be taken in emergencies before the arrival of medical responders. The implementation of Emergency Medical Dispatch complies with new State mandates and insures a better quality of service to the community.

During Fiscal Year 03/04, the Department commenced actions to modernize its communications center which provides dispatching for police, fire, and ambulance services in Town. State of the art radio consoles were acquired to replace twenty year old equipment. That new equipment will initially be used in a temporary dispatch facility while the Department radio room is expanded and renovated in fiscal year 04/05. The two phased project provides a more effective working environment for emergency dispatch and provides the space for the Department's communications capability to grow with the changing needs of the Town and the future requirements of public safety dispatch.

In light of the overall heightened national concerns regarding terrorism, the Department actively participated in regional emergency planning activities. Training capabilities have been developed within the Department to educate officers to the hazards and proper response to a potential terror incident. Personal protective equipment has been acquired for emergency responders.

## Glastonbury Volunteer Fire Department

The Glastonbury Volunteer Fire Department is comprised of 130 dedicated men and women. Twenty four hours a day, seven days a week these brave volunteers are ready to answer your call for help. The members of the Glastonbury Volunteer Fire Department leave the comfort of their homes at any moment's notice to respond to emergency incidents and help their neighbors deal with their serious problems involving fire or rescue services. There are four fire stations, one modern fire training facility, and twenty fire department vehicles that respond to 900 calls for service each year to cover the 52 square miles in town.

The Glastonbury Volunteer Fire Department is also very proud of their role in the areas of fire prevention and public education. In the past year the department's fire prevention and education division, with the help of all the volunteer firefighters, has provided services at 68 events. From the school children to the seniors, from the scouting programs to our civic organizations, the Glastonbury Volunteer Fire Department has been there to help.

The Glastonbury Fire Company Organizations are an integral part

of their community. They provide food vendor services, fire prevention demonstrations, and public education opportunities at nearly every major town event. They are active at the Apple Festival, the Memorial Day Parade, the "Walk for Life" to defeat cancer, the Special Olympics, and the Nayaug Connecticut River Canoe Races as well as many other events in your neighborhood.

The Fire Department is proud of its accomplishments in the training division. Each new volunteer firefighter goes through 150 hours of rigorous and challenging training to become permanent active members. This training includes certification by the Connecticut Fire Academy to the standards of the National Fire Protection Association for the level of Firefighter One. New members must also receive training in hazardous materials response, incident command systems, homeland security weapons of mass destruction, vehicle rescue, and the department's standard operating procedures. All permanent active members then must meet a standard of attending a minimum of twelve training drills each year to maintain their skills. The majority of the Glastonbury Volunteer Fire Department members also upgrade their training certification levels during their careers. The department has many members nationally certified as Fire

# Public Safety



Fire Prevention Lieutenant Michael Chicoine and his friend Smokey.



Robert DiBella, the Town Civil Preparedness Director, in front of the Civil Preparedness Public Safety Telecommunications Booth at the recent Glastonbury 'Apple Fest'.

Service Instructors, Fire Engine and Aerial Apparatus Operators, Emergency Medical Technicians, Incident Safety Officers, and Fire Officers.

In response to the threat of possible attacks against America, the fire department is continuing to upgrade their response capabilities in the areas of chemical protective clothing, hazardous materials monitoring, and regional response planning.

The department's Fire Police division is another source of great pride for the Glastonbury Volunteer Fire Department. The Fire Police members keep the firefighters safe at each emergency incident and assist the public to continue on their way without interfering in the fire department's operations.

The Fire Cadet program continues to flourish under the direction of several dedicated volunteer fire department advisors. The program for youth ages 14-18 provides the department with well trained firefighters at the age of 18. The fire cadets have the opportunity to explore the fire service and learn the important life skills of teamwork, discipline, and leadership.

The Glastonbury Volunteer Fire Department is always looking to recruit new members who share their desire to serve their community and would like to learn exciting new information and skills. If you are interested in this rewarding opportunity to become part of a great organization of compassionate neighbors, please call the Fire Chief's office at 652-7555.

## Civil Preparedness

The Office of Civil Preparedness (Emergency Management) coordinates all emergency activities in times of man-made or natural disasters for the Town of Glastonbury.

The Office is active in planning for manpower, equipment and community needs by updating information, regulations and training, as well as conducting checks of materials and equipment, including the Town warning sirens.

In disaster situations, the office updates information and instructions to Citizens via its disaster information telephone number 652-7578, as well as its radio station, WPII600 at 1570 AM, which is heard in Glastonbury, 24 hours a day, seven days a week. This station also provides citizens with public safety information concerning traffic aid emergency situations.

It also maintains a state-of-the-art mobile telecommunications van that is equipped to function as a backup system should the Town's main system fail. This van can also be used in the field to assist with 'command and control' operations in major incident situations.

The Civil Preparedness staff has had training in 'radiological monitoring' through the Connecticut Office of Emergency Management. It has radiological monitoring devices to meet peacetime homeland security concerns.

Selected Civil Preparedness staff members completed training on the 'Hurricane' United States Government hurricane-warning program with which it monitors major weather events.

In conjunction with the Federal and State Offices of Homeland Security, the staff of this office conducted an extensive "Threat and Vulnerability Assessment Survey" on behalf of the Town Manager. The survey depicted areas of awareness for the Town's consideration. It also identified resources in Town that will be enhanced by Federal government grant funding to municipalities for mitigation purposes, for the improvement of homeland security and emergency

# Public Safety

preparedness in Glastonbury. The results of this survey brought \$136,000 to the Town of Glastonbury for first responder mitigation purposes. Several hundred volunteer man-hours of effort from the Civil Preparedness Staff were expended in performing this effort.

Interoperable radio telecommunication was added to the Town's Police, Fire EMS and Civil Preparedness (Emergency Management) Organizations. They were paid for the Federal Government through the State Government. This system, called the I-CALL, I-TAC Interoperability System is now present in every town in Connecticut. The I-CALL, I-TAC Program was spearheaded by the Town's Director of Civil Preparedness and he is considered by state and local public safety officials as the founder of the system.

## **VOLUNTEER AMBULANCE**

The Glastonbury Volunteer Ambulance Association is committed to providing emergency ambulance service for the town of Glastonbury with 24-hour coverage, 7 days a week and 365 days per year. All members of GVAA are state certified Emergency Medical Technicians (EMT's) of varying levels. Typically the volunteers dedicate a 12-hour shift per week away from their families and homes. Over half of the membership resides outside Glastonbury and comes to our town to donate both their time and expertise. GVAA members pride themselves on providing the highest quality, most compassionate, and most dedicated emergency medical care to the residents of Glastonbury. Additionally, GVAA offers CPR and first aid training to members of the community. Currently 2 "Super Duty" ambulances are operated out of our facility at 2112 Main Street (behind the Police Department). Each ambulance can provide intravenous fluid therapy,

advanced airway management, cardiac defibrillation and oxygen therapy capability.

GVAA is always looking for dedicated members to be part of our team. To learn more about becoming a volunteer or about the organization, or to inquire about the community based training classes feel free to call us at 860/633-6554. Also, you can visit us on the web at [www.gvaa.org](http://www.gvaa.org).

The Glastonbury Volunteer Ambulance headquarters is located at 2112 Main Street.



# Administrative Services

## Administrative Services

The Administrative Services Department is responsible for the preparation of budgets, financial reporting, land records, property assessment, and the collection of taxes and sewer use fees. In addition, it oversees the acquisition of good and services, insurance procurement, legal services, debt issuance, voter registration management and coordination of computer services.

## Board of Finance

The Board of Finance is a bipartisan Board which operates in partnership with the Town Council and the Board of Education. In its advisory role, the Board recommends an annual budget to the Town Council and recommends and/or authorizes transfers among and between accounts and funds during the fiscal year. By direct authority the Board establishes the annual mill rate of taxation after reviewing the final budget approved by the Town Council.

## Financial Administration

This office coordinates the preparation of the operating and capital improvement budgets for the Town Manager. The staff works with the Board of Finance to review financial

reports and make recommendations as requested to the Town Council and Town Manager. This office serves as staff liaison to the Insurance Advisory Committee in risk analysis and annual insurance renewals.

- Maintained an Aa1 designation with Moody's Investment Services for the Town, which is based on the Town's financial condition.
- Received the Governmental Finance Officers Association (GFOA) budget award for FY03/04.
- Revised the Purchasing Policy and Procedures including the automation of related forms.
- Standardized the Professional Services Rating Process.
- Revised policy and initiated and developed new Expense Reimbursement form (Purchasing & Accounting).

## Accounting

The Accounting Division is responsible for providing complete and accurate financial information, in the proper format, on a timely basis. This division

prepares the year-end comprehensive annual financial report and processes employee payroll, payables, and receivables. The division is also responsible for managing the Town's investments to maximize interest earnings in all funds and performing internal audit procedures to help ensure that proper controls and procedures are being followed.

Received the Certificate of Excellence in Financial Reporting for the period ended June 30, 2003, awarded by the Government Finance Officers Association following an extensive review process.

Implemented new procedures to improve compilation and reporting of travel expenditures while reducing paperwork required to process reimbursement claims.

## Property Assessment

The Property Assessment Division administers an ad valorem tax program in compliance with State Statutes. It compiles the annual Grand List of taxable and exempt property including the valuation and revaluation of real estate, motor vehicles and business personal property.



# Administrative Services

The 2003 Grand List Taxable Grand List totaled \$2,910,520,190, a \$29,162,350 increase over the previous year.

All thirty-three of the tax appeals resulting from the Town's 2002 Grand List revaluation have been resolved.

### Revenue Collection

The Collector of Revenue's office is responsible for the timely collection of funds necessary to support both governmental and educational services. Those funds account for over 85% of the Town's annual budget.

- Taxes and fees for the fiscal year 2003/2004 totaled \$83,618,110.
- Sewer charges and fees totaled \$1,878,594.
- Collected back taxes totaling \$512,153.
- Accomplished a tax collection rate of 99.43% on current levy.

### Town Clerk

The Town Clerk's Office is the center for public records for the residents of the community and their government and is responsible for maintaining many public records including land records, vital statistics, military discharges, notary public registrations, liquor permits, trade name certificates, meeting schedules, and minutes of the numerous boards and commissions, in addition to administering elections and issuing various licenses. Most all of the functions of the office are governed by state statute and town charter, and the

office is a major collector of revenue for the State of Connecticut as well as for the Town.

- Collected approximately \$1,999,700 for the State and \$1,259,000 for the Town.
- Received a \$12,000 Historic Preservation grant from the State of Connecticut and applied and qualified for a \$12,000 Historic Preservation grant from the State of Connecticut.

### Human Resources Department

One of the goals of the Human Resources department is to attract, develop and retain a diverse, well-qualified and professional workforce that reflects the high standards of the community we serve. Town of Glastonbury employees are the essential component in the town's ability to provide quality services to the community.

There are many steps involved in a successful recruitment; the first being where we advertise for the position. In this day and age, using the world wide web is by far one of the best tools for attracting candidates. Targeting websites that are specific to a position gives us the best return for our money.

Advertising on a website not only focuses on a particular audience, but it is a very cost-effective way to advertise. Recruiting in publications is also another venue where we target a specific audience, for a longer length of time, at a very reasonable cost to the Town.

In our oral examination process, after applicants have gone through an extensive training and experience rating, we select the top qualified candidates for panel interviews. Municipalities around the state assist each other in providing staff for panel interviews. This gives an outside perspective on a candidate and is a very cost-effective way to save recruitment dollars.

During 2003-2004 the Human Resources successfully recruited to fill the following full-time positions in the Town of Glastonbury: Fire Chief Matthew Nelson, Assistant Assessor Michael D'Amicol, Senior Building Maintainer Jon Gilroy, System Support Specialist Bobby Ashton, Police Dispatcher Brian Meloling, and Social Worker Katie Wilt. In addition there were numerous part-time positions filled during this time as well.

The Town is very proud of its employees for their dedication and loyalty.



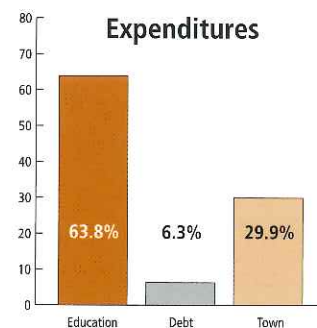
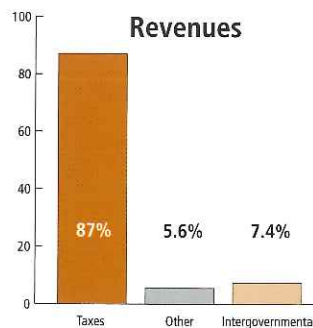
Phyllis Krysiak, Customer Service Representative, assists an applicant at the Information Center.

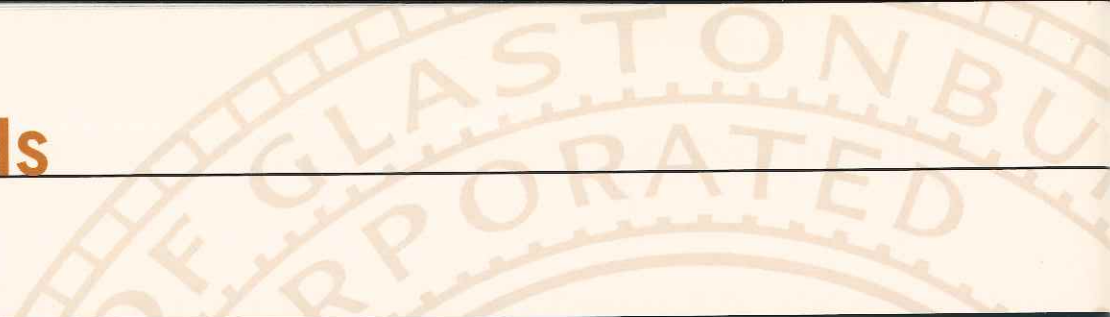
## TOWN OF GLASTONBURY, CONNECTICUT STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BUDGETARY BASIS – BUDGET AND ACTUAL – GENERAL FUND

For the Year Ended June 30, 2004

	Budgeted Amounts Original	Final	Actual Budgetary Basis 2004	Variance With Final Budget Positive (Negative)
<b>REVENUES</b>				
Property taxes	\$83,460,204	\$83,460,204	\$83,572,200	\$111,996
Licenses and permits	798,480	798,480	989,251	190,771
Intergovernmental	5,918,919	7,003,425	6,707,062	(296,363)
Charges for services	2,125,460	2,215,460	2,764,935	549,475
Other revenue	1,654,515	1,654,515	1,601,704	(52,811)
<b>Total revenues</b>	<b>93,957,578</b>	<b>95,132,084</b>	<b>95,635,152</b>	<b>503,068</b>
<b>EXPENDITURES</b>				
Current:				
General government	750,772	769,532	724,594	44,938
Community development	1,587,925	1,597,849	1,543,370	54,479
Administrative services	4,324,307	4,455,376	4,270,763	184,613
Public safety	7,529,996	7,729,752	7,565,952	163,800
Physical services	4,746,065	4,821,765	4,793,254	28,511
Sanitation	2,118,476	2,164,976	2,035,469	129,507
Human services	1,853,807	1,911,076	1,899,543	11,533
Leisure/culture	5,478,551	5,639,690	5,505,665	134,024
Contingency	175,000	66,915	8,075	58,840
Education	59,672,979	60,694,880	60,485,905	208,975
Debt service	6,343,658	6,043,028	5,980,679	62,349
<b>Total expenditures</b>	<b>94,581,536</b>	<b>95,894,839</b>	<b>94,813,271</b>	<b>1,081,568</b>
<b>Revenues over (under) expenditures</b>	<b>(623,958)</b>	<b>(762,755)</b>	<b>821,881</b>	<b>1,584,636</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	1,843,958	1,890,458	1,287,490	(602,968)
Transfers out	(1,220,000)	(2,181,170)	(2,181,170)	- 0
<b>Total other financing sources (uses)</b>	<b>623,958</b>	<b>(290,712)</b>	<b>(893,680)</b>	<b>(602,968)</b>
<b>Net change in fund balance</b>	<b>\$- 0</b>	<b>\$(1,053,467)</b>	<b>\$(71,799)</b>	<b>\$981,668</b>
<b>FUND BALANCE, beginning</b>			<b>9,197,179</b>	
<b>FUND BALANCE, ending</b>			<b>\$9,125,380</b>	

A complete copy of the financial report is available for review at Town Hall.

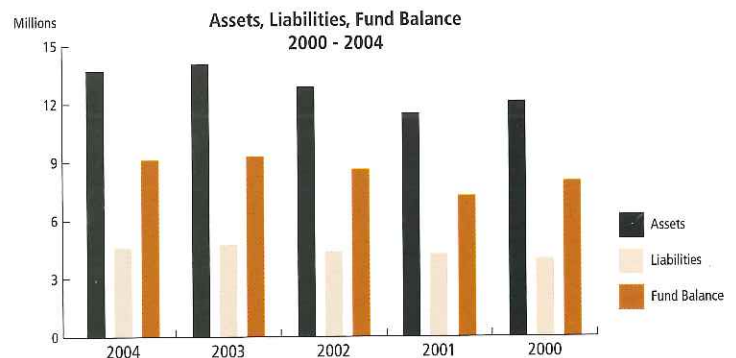




## TOWN OF GLASTONBURY, CONNECTICUT GENERAL FUND – BALANCE SHEET

June 30, 2004 With Comparative Totals for 2003

	2004	2003
<b>ASSETS</b>		
Cash and cash equivalents	\$12,980,434	\$13,084,906
Receivables:		
Property taxes	348,641	535,978
Other	472,313	296,945
Inventory	163,259	175,534
Due from other funds	- 0	- 0
Other assets	9,968	23,735
<b>Total assets</b>	<b>\$13,974,615</b>	<b>\$14,117,098</b>
<b>LIABILITIES AND FUND BALANCE</b>		
Accounts and other payables	\$2,597,139	\$2,103,851
Due to other funds	- 0	132,000
Due to developers for escrow deposits	1,179,943	1,415,436
Due to others for escrow deposits	337,720	29,377
Deferred revenue	734,433	1,239,255
<b>Total liabilities</b>	<b>4,849,235</b>	<b>4,919,919</b>
<b>Fund Balance</b>		
Reserved for encumbrances	122,425	25,058
Reserved for inventory	163,259	175,534
Reserved for capital outlay	36,716	96,130
Unreserved:		
Designated for insurance	275,000	275,000
Designated for subsequent year's expenditures	550,000	550,000
Designated for specific purposes	41,620	1,317,068
Undesignated	7,936,360	6,758,389
<b>Total fund balance</b>	<b>9,125,380</b>	<b>9,197,179</b>
<b>Total liabilities and fund balance</b>	<b>\$13,974,615</b>	<b>\$14,117,098</b>





# Town Officials

Prior to November 2004 Election

## Board of Education

Lorraine Marchetti  
Jeremy Grieseson  
Dr. Stanton Avitabile  
Richard C. Brown  
Patricia Saddlemire  
Timothy Coon  
James Zeller  
Lynn Onderko

## Board of Finance

Diane L. Northrop •  
James R. McIntosh \*  
Robert W. Jenkins  
Walter F. Hemlock  
"Gus" Constantine  
Peter B. Deich

## Board of Assessment Appeals

David Motycka •  
Robert D. Bowden  
Dennis Cavanaugh  
Bernard J. Herpst  
Forbes Warren  
Robert Vacchelli

## Bldg. Board of Appeals/Code

Review Committee  
Calvin J. Carini  
James W., Dutton  
Martin Loughlin  
John S. Sardo  
Graham Tyrol

## Commission on Aging

William McGaw, Jr.  
Mary Abel  
Nancy Kent  
Susanne Dock  
Ernest F. Reale  
Eva Bowden  
Audrey Quinlan

## Community Beautification Commission

Elizabeth (Lynch) Payton  
Robert G. Shipman \_  
Donald B. Reid  
Linda DeGroff  
Della Winans  
Lewis Middleton  
David Flattery

## Conservation Commission

Kim McClain  
Judy Harper •  
Charles J. Reed  
James Cole  
James Bingham  
Gerhard R. Schade  
William Patrick

## Economic Development Commission

Gretchen Deans  
David M. Hollowes \_  
Raymond A. Dolan  
Anthony Lazzaro, Jr.  
Michael Botelho  
Caren Kittredge  
Jay Sattler

## Ethics Commission

Alexandrina (Sandy) Sergio  
Alan R. Spier  
Nancy Thomas  
Patrick Treacy  
William H. Paetzold  
Alternates:  
Reginald L. Babcock  
John Sweeney

## Fair Rent Commission

Lucille Jonah  
Joan Palatine  
Allen Karp  
Andrea Broder  
John C. Hilton  
David Evans  
Stephen Oppenheim

## Fine Arts Commission

Doris O'Rourke  
Helen Litwin  
Dianne Grinvalsky  
Sandra MacGregor  
Catherine Carlone \_  
Sandra Hakanson

## Fire Commission

Gilbert D. Spencer  
James W. Dutton  
Brian E. Tyrol  
Raymond Dolan  
Arnold H. Higgins  
Richard W. French, Jr. •

## Historic District Commission

Mary Lou Barrett  
Nanette Navarro  
E. Marston Moffat  
Dr. Trish Manfredi  
Michael J. Stassen  
Alternates:  
Dorothy C. Cameron  
Courtney MacDonald  
Barbara Theurkauf

## Housing Code of Appeals

Nelson C. L. Brown  
Dr. Michael Lepore  
W. Michael Low

## Human Relations Commission

Susan Sit  
Patricia A. Darling •  
John C. Glezen  
Joan Kemble  
Virginia Hajek

## Incorporators/Free Academy

Richard Mihm  
Patricia Saddlemire  
John Waterhouse

## Insurance Advisory Committee

Robert J. Hager  
Stephen J. Ludwig  
Ronald E. Palmer  
David Hoopes  
Thomas Mullaney  
Patricia Shea-Lovell  
Stephen Jones

## Personnel Appeals Board

Elizabeth "Betty" McLaughlin  
Samuel W. McGill  
Glenda Rose  
Richard Vitterelli  
Keith Shaw

## Public Buildings Commission

Stephen Shipman  
David Cox  
Lisbeth Becker  
Suzanne Galvin  
Charles I. Monzeglio  
Liaisons:  
Gus Constantine  
(Bd. Of Finance)

## Public Housing Authority

James F. Noonan  
Jeanette Pollard  
Richard Inman  
Zelda Lessne  
Shirley Boyer

## Recreation Commission

Lynn Hazard  
Dennis Kerrigan \_  
H. James Boice \*  
Allyson Ravosa  
Brian Summers  
Anthony Gesnaldo

## Safety Committee

Brian Ellis  
Bernard J. Herpst  
Theodore R. Paulding, Jr.  
Daniel Scott  
Jeff MacDonald  
Kathleen Kiernan-Pagani  
Robert Hicks

## Town Council

Susan Karp •  
Walter J. Cusson  
Kevin P. Graff  
Barbara C. Wagner  
Whit C. Osgood \*  
Marti Curtiss  
Kurt P. Cavanaugh  
Carol H. Ahlschlager  
Thomas J. Kehoe

## Town Plan & Zoning Commission

Sudhir A. Shah  
Patricia V. Low •  
Sharon Jagel  
William Finn  
Steven Ryan  
Sharon Purtill  
Alternates:  
Patricia Bussa  
Michele Fontaine  
Eric Schaefer

## Water Pollution Control Authority

Bradley Northrop  
John C. Gavin  
Louis M. Accornero  
Nils Carlson  
William H. Habicht  
Frank J. Laporte III  
Helen D. Stern

## Welles Turner Library Board

Glenda Rose  
Vanessa Kerrigan  
Laurie Paternoster  
Lillian Levin  
Deborah Lessne  
Karen Fecko

## Youth & Family Services Commission

Eileen Lader  
Tamara Vrabely  
Maraide Sullivan  
Jennifer Avitabile  
Angela Phelan  
Roslyn (Rawlins) Spink  
Luci Leone  
Tricia Dougherty  
Susan Calabro  
Non-Voting Members:  
Father Kevin Cavanaugh  
(St. Augustine Church)  
Dr. Stanton Avitabile,  
Glas. Bd. Of Education.  
Keith O'Brien,  
Glastonbury Police Dept.

## Zoning Board of Appeals

Michael H. Clinton  
Sandra O'Leary  
Robert Gamer  
John C. Linderman  
James Van Law, Jr.  
Alternates:  
Charles L. Monaco  
Michael Fitzpatrick  
Jeannie Loughlin

## Connecticut River Assembly

Richard Mihm

## Cox Cable Advisory Council

Patricia Darling  
Lucretia Seidel  
Thomas Majek  
Richard C. Brown  
(Bd. Of Education)

## Agricultural Advisory Committee

Mario Accornero  
Henry Rose  
J. Baylis Earle •  
Louis Bussa  
Richard Ferrari  
Deborah McIntosh  
Michael Longo

## Great Pond Stewardship Committee

Paul Kehoe  
Lynn Hazard  
David Gumbart  
Dennis McInerney  
Gerhard Schade •  
Kevin P. Graff  
Judy Harper  
Tom Mocko

## CRCOG Transportation

Richard P. Lawlor  
Daniel A. Pennington (alt.)

## Greater Hartford Tourism District

Katherine Kennedy

• Chairman

\* Vice Chair

# Town Officials

## Following November 2004 Election

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### Board of Education

Lorraine Marchetti  
Jeremy Grieveson  
Dr. Stanton Avitabile  
Richard C. Brown •  
Patricia Saddle mire  
Timothy Coon  
James Zeller  
Lynn Onderko

### Board of Finance

Diane L. Northrop •  
James R. McIntosh \*  
Robert W. Jenkins  
Walter F. Hemlock  
"Gus" Constantine  
Peter B. Deich

### Board of Assessment Appeals

David Motycka •  
Robert D. Bowden  
Dennis Cavanaugh  
Bernard J. Herpst  
Forbes Warren  
Robert Vacchelli  
Eileen Dobensky

### Bldg. Board of Appeals/ Code Review Committee

Calvin J. Carini  
James W., Dutton  
Martin Loughlin  
John S. Sardo  
Graham Tyrol

### Commission on Aging

William McGaw, Jr.  
Mary Abel  
Nancy Kent  
Susanne Dock  
Ernest F. Reale  
Eva Bowden  
Audrey Quinlan

### Community Beautification Commission

Elizabeth Payton  
Robert G. Shipman •  
Donald B. Reid  
Linda DeGroff  
Della Winans  
Lewis Middleton  
David Flattery

### Conservation Commission

Kim McClain  
Judy Harper •  
Charles J. Reed  
James Cole  
James Bingham  
Gerhard R. Schade  
William Patrick

### Economic Development Commission

Gretchen Deans  
David M. Hallowes •  
Raymond A. Dolan  
Anthony Lazzaro, Jr.  
Michael Botelho  
Caren Kittredge  
Jay Sattler

### Ethics Commission

Alexandrina (Sandy) Sergio  
Alan R. Spier  
Nancy Thomas  
Patrick Treacy  
William H. Paetzold  
Alternates:  
Reginald L. Babcock  
John Sweeney

### Fair Rent Commission

Lucille Jonah  
Joan Palatine  
Allen Karp  
Andrea Broder  
John C. Hilton  
David Evans  
Stephen Oppenheim

### Fine Arts Commission

Doris O'Rourke  
Helen Litwin  
Dianne Grinvalsky  
Sandra MacGregor  
Catherine Carlone •  
Sandra Hakanson

### Fire Commission

Gilbert D. Spencer  
James W. Dutton  
Brian E. Tyrol  
Raymond Dolan  
Arnold H. Higgins  
Richard W. French, Jr. •

### Historic District Commission

Mary Lou Barrett  
Nanette Navarro  
E. Marston Moffat  
Dr. Trish Manfredi  
Michael J. Stassen  
Alternates:  
Dorothy C. Cameron  
Courtney MacDonald  
Barbara Theurkauf

### Housing Code of Appeals

Nelson C. L. Brown  
Dr. Michael Lepore  
W. Michael Low

### Human Relations Commission

Susan Sit  
Patricia A. Darling •  
John C. Glezen  
Joan Kemble  
Virginia Hajek

### Incorporators/Free Academy

Richard Mihm  
Patricia Saddle mire  
John Waterhouse

### Insurance Advisory Committee

Robert J. Hager  
Stephen J. Ludwig  
Ronald E. Palmer  
David Hoopes  
Thomas Mullaney  
Patricia Shea-Lovell  
Stephen Jones

### Personnel Appeals Board

Elizabeth "Betty" McLaughlin  
Samuel W. McGill  
Glenda Rose  
Richard Vitterelli  
Keith Shaw

### Public Buildings Commission

Stephen Shipman  
David Cox  
Lisbeth Becker  
Suzanne Galvin  
Charles I. Monzeglio  
Liaisons:  
Gus Constantine  
(Bd. Of Finance)

### Public Housing Authority

James F. Noonan  
Jeanette Pollard  
Richard Inman  
Zelda Lessne  
Judith Jaskulski

### Recreation Commission

Lynn Hazard  
Dennis Kerrigan •  
H. James Boice \*  
Allyson Ravosa  
Brian Summers  
Anthony Gesnaldo

### Safety Committee

Brian Ellis  
Bernard J. Herpst  
Theodore R. Paulding, Jr.  
Daniel Scott  
Jeff MacDonald  
Kathleen Kiernan-Pagani  
Robert Hicks

### Town Council

Susan Karp •  
Walter J. Cusson  
Kevin P. Graff  
Barbara C. Wagner  
Whit C. Osgood \*  
Marti Curtiss  
Kurt P. Cavanaugh  
Carol H. Ahlschlager  
Thomas J. Kehoe

### Town Plan & Zoning Commission

Sudhir A. Shah  
Patricia V. Low  
Sharon Jagel •  
William Finn  
Steven Ryan  
Sharon Purtil  
Alternates:  
Patricia Bussa  
Raymond Hassett  
Eric Schaefer

### Water Pollution Control Authority

Bradley Northrop  
John C. Gavin  
Louis M. Accornero  
Nils Carlson  
William H. Habicht  
Frank J. Laporte III  
Helen D. Stern

### Welles Turner Library Board

Glenda Rose  
Vanessa Kerrigan  
Laurie Paternoster •  
Lillian Levin  
Elizabeth Fitzpatrick  
Karen Fecko

### Youth & Family Services Commission

Tamara Vrabely  
Angela Phelan  
Luci Leone \*  
Tricia Dougherty •  
Susan Calabro  
Ken Adamson  
Lew Lassow  
Non-Voting Members:  
Father Kevin Cavanaugh  
(St. Paul's Church)  
Dr. Stanton Avitabile,  
Glas. Bd. Of Education.  
Keith O'Brien,  
Glastonbury Police Dept.

### Zoning Board of Appeals

Michael H. Clinton  
Sandra O'Leary  
Jeanie Babineau  
John C. Linderman  
James Van Law, Jr.  
Alternates:  
Charles L. Monaco  
Michael Fitzpatrick  
Jeannie Loughlin

### Connecticut River Assembly

Richard Mihm

### Cox Cable Advisory Council

Patricia Darling  
Lucretia Seidel  
Thomas Majek  
Richard C. Brown  
(Bd. Of Education)

### Agricultural Advisory Committee

Mario Accornero  
Henry Rose  
J. Baylis Earle •  
Louis Bussa  
Richard Ferrari  
Deborah McIntosh  
Michael Longo

### Great Pond Stewardship Committee

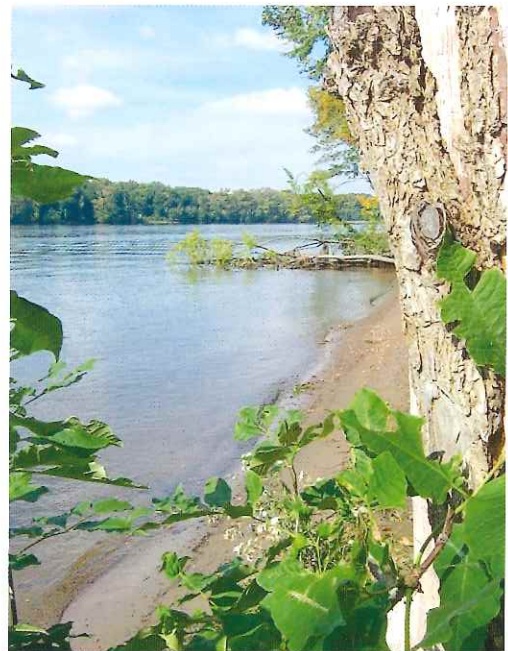
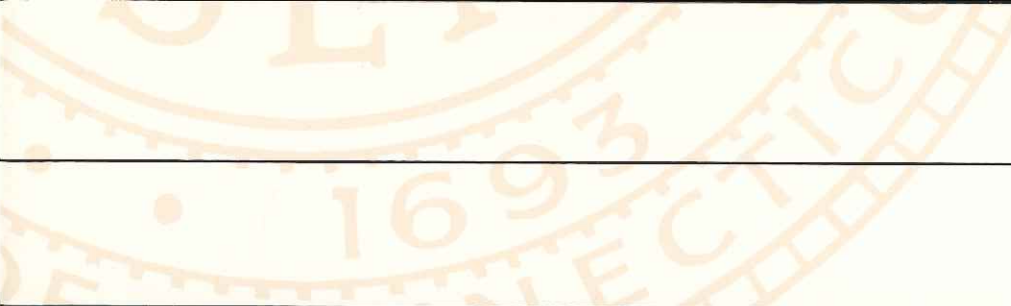
Paul Kehoe  
Lynn Hazard  
David Gumbart  
Dennis McInerney  
Gerhard Schade •  
Whit Osgood  
Thomas Kehoe  
Marti Curtiss  
Judy Harper

### CRCOG Transportation

Kurt P. Cavanaugh  
Daniel A. Pennington (alt.)

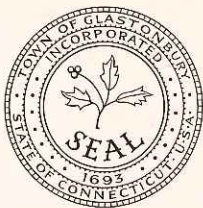
### Greater Hartford Tourism District

Katherine Kennedy  
• Chairman  
\* Vice Chair



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