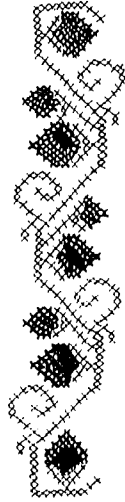




Annual
Report
1982-1983
Glastonbury
Connecticut

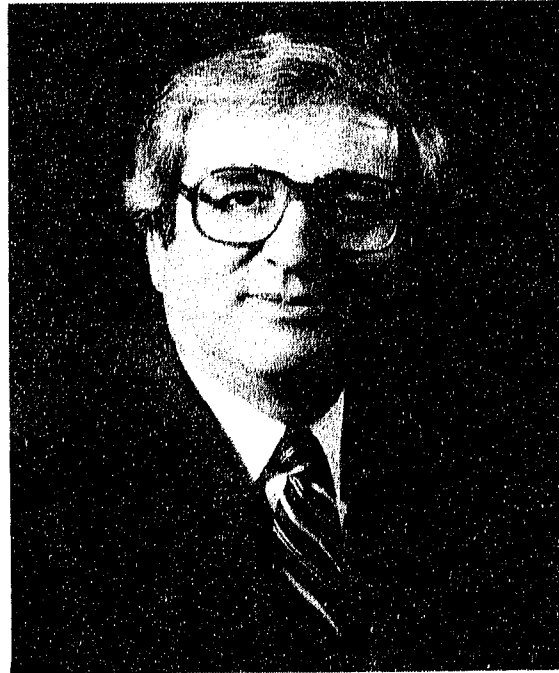


With thanks from many...

The 1982-83 Annual Report is gratefully dedicated to William B. Glotzer, member and chairman of the Board of Finance for the past 24 years. At the end of the fiscal year, Bill Glotzer announced that he would not seek re-election and would resign from public service.

His wisdom and integrity, his completely non-partisan approach to the town's financial affairs, and his general sense of sound municipal accounting have helped to place the town on an enviable and solid financial foundation.

His leadership has proved invaluable to the town government and administration.

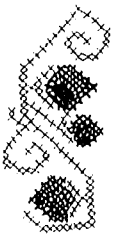


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The cover design is by Judie Solomon, an adaptation from an early 1800 sampler in the Glastonbury Historical Society's collection. The strawberries reflect the agricultural aspect of the community; the overall design embodies the town's continuing interest in its history and heritage. The free-hand thematic drawings on the inside pages were done by local artist Sally Motycka.

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Administration

Report from the Town Manager

Fiscal 1982-1983 was an extremely productive year for the Town of Glastonbury. A great sense of pride and accomplishment was realized for all when we moved into the new Town Hall in the former Academy "A" building. In addition, during the year the Police Department renovation and Fire Company No. 2 renovation and expansion had begun and at the close of the fiscal year were progressing satisfactorily towards completion.

Although we ended the fiscal year with minimal General Fund and Reserve Fund balances left, the town is in good financial

condition because of the low amount of fixed debt service payments and the continuing growth of our Grand List. The Grand List growth was enhanced significantly by top quality industrial areas.

Other significant events that took place during the year that should be of interest to our citizens follow in summary form:

A. The town's pension plan funding was revised to increase yields significantly and to lower the town's costs.

B. Participation in the Connecticut Conference of Municipality's Workers' Compensation Pool reduced our worker's compensation costs by some \$68,000.

C. Major improvements and renovations to Addison Park were implemented during the year. Funding was provided by a Community Development Block Grant.

D. Bids were received and work was started to acquire equipment and build a refuse transfer station at the New London Turnpike landfill. When the transfer station is completed, refuse will be hauled into the Connecticut Resource Recovery facility in Hartford.

E. Preliminary plans received the necessary approval to start final design work on a reconstruction of the Parker Terrace Sewage Pump Station. This will be funded in part by a Department of Environmental Protection grant.

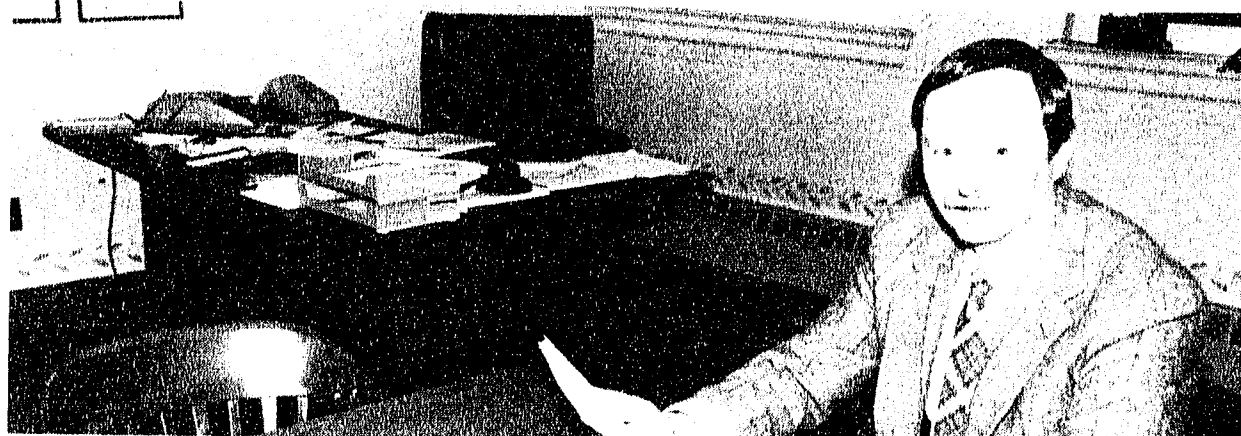
F. Recreation activities increased substantially during the year with receipts of fees paid for programs reaching an all time high of \$118,748.

G. An ad hoc panel of citizen experts was established to advise the town on a new \$200,000 Police communications system as approved by the Board of Finance and Town Council.

H. The Piedmont Construction Company was the low bidder in the amount of \$188,850 to replace the Woodland Street Bridge.

The Town Manager's office and all the administrative staff are most appreciative of the contributions of our dedicated elected and appointed officials who are on the Town Council, Board of Finance and the various boards and commissions. The contributions of these people are what make Glastonbury a very special place to live and work.

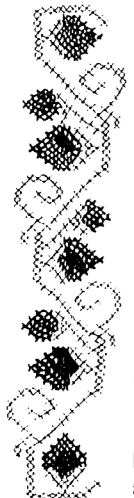
Richard S. Borden, Jr.
Town Manager



Town Manager Richard Borden in his new office.



The Town Seal from the old Town Office Building was placed over the entrance to the new Town Hall.



Report from the Town Council

The 1982-83 year was a good one. A number of things were accomplished to benefit the town and its residents. A major goal was reached with the completion of the new Town Hall, a renovation of the former front Academy School building.

After a number of years, our town administration staff now has adequate space. We have Council Chambers with room for people to attend and facilities to enable everyone to hear what's going on.

The old town hall is on the way to becoming a police station without the crowding and hassles of the previous situation. Additional space is being provided at Company #2 firehouse to provide indoor storage of expensive equipment.

Charter revision was approved, bringing the document into alignment with state statutes and allowing some changes in the town's board and commission structure. Several committees have been discontinued; these should not be allowed to fade into history without comment. Members on those committees were a vital part of the town for many years. Their services were an integral part of the town's growth, and they performed them well. The enlarged scope of the town and its staff now makes those services obsolete, but those who served will be remembered with gratitude.

An energy audit of town facilities and subsequent implementary action has resulted in substantial savings.

Interfaith's Naubuc Green housing for the

elderly and handicapped is finally a fact after more than 13 years of planning and working. Sheer doggedness on the part of Interfaith, and Council willingness to support the project, has resulted in prime housing conveniently located near the center of town.

The second building in Salmon Brook Corporate Park is a reality and a third is planned, with each representing a boost to our Grand List. Council support of this development is already justified by tax revenue.



Henry Kinne, Town Council Chairman

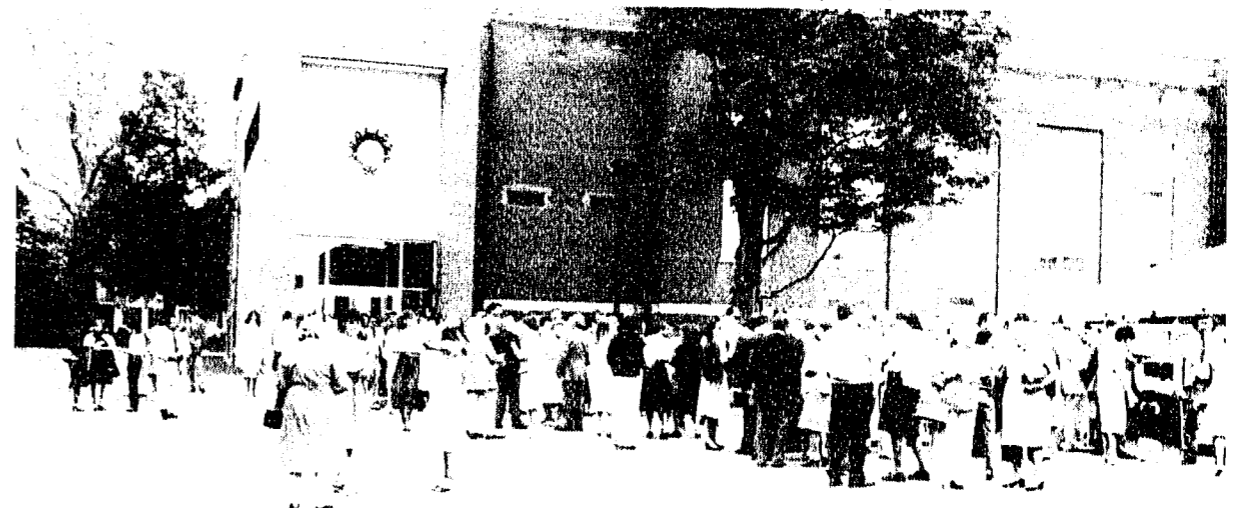
Throughout the year a study has been ongoing to rewrite the Planned Area Development regulations. A number of workshops have been held and its hoped that the final changes will be ready for Council considerations early in the next fiscal year.

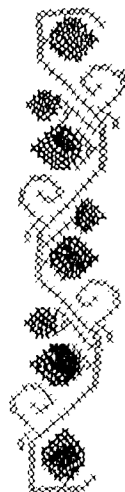
The Council extends sincere thanks to the many volunteers who serve on boards and commissions, to other individuals and organizations who supplement and enhance the town government's activities, and to the town staff for its enthusiasm and readiness to be of assistance. Through their combined efforts, the year has been a good one, a year of progress.

**Henry Kinne, Chairman
Town Council**



John Makiaris and Kay Lawler were among the many town employees who helped move equipment and supplies across the street to the new town offices. Below, formal open house ceremonies drew a sizable crowd to tour the new town facility.





Community Development

The Community Development

Division manages the many facets of land use and building, including planning, building and zoning code inspection, economic development, and environmental protection.

The Planning Department provides permanent staff services to the Town Plan and Zoning Commission, Conservation Commission, Economic Development Commission, Town Council, Beautification Committee, and other commissions as needed.

* * *

The Building Department is responsible for the review and enforcement of all building and zoning codes and provides staff support to the Zoning Board of Appeals, Building Code Board of Appeals, and Housing Code Review Committee.

During fiscal year 1982-83, Glastonbury continued as one of the state's busiest communities from a land use perspective. Significant new employment was generated within the corporate park/industrial area and new residential development occurred throughout the community.

The Town Plan and Zoning

Commission is a nine-member body (six regular — three alternate) appointed by the Town Council. The commission is charged with the following responsibilities: preparation and adoption of a Plan of Development,

review and action on subdivisions and special permits, and review and recommendation on all zone changes and public improvements.

During the year, the commission worked on a major revision to the Planned Area Development regulations and held two public hearings on the matter as the fiscal year closed. Final recommendation to the Council on revised regulations is anticipated during fiscal year 1983-84.

Construction Activity Report from the Building Official

CONSTRUCTION COSTS (Estimated)

New Homes	\$14,762,629
Commercial & Industrial	3,737,600
Public Buildings—Co. 2 Firehouse	424,000
—Other	3,471,665
Additions, Alterations & Repairs	2,136,253

TOTAL VALUE: 24,532,147

REVENUE COLLECTED: \$163,184.50

Permits Issued: (All Phases) 2,824

Certificates of Occupancy Issued: 242

INSPECTIONS CONDUCTED:

(All phases of construction & land use) 3,518

Complaints Investigated: 101

In addition to receiving applications and maintaining records for the ZBA and Building Code Board of Appeals, the Building Official enforces the Building Zone Regulations, Building Code, related mechanical codes and serves as Chairman of the Housing Code Appeals Committee.

The Redevelopment Agency is responsible for overseeing development in the central district in accord with the urban renewal plan approved at referendum in 1970.

During the year, the Agency approved plans for an office building on a small parcel along New London Turnpike and for 37 of 70 additional Glen Lochen condominiums located on the south side of New London Turnpike.

A moderate price housing program to control the sale and resale of 21 of the condominiums, to be sold at reduced cost, was adopted by the seven member body.



The final building in the Redevelopment project.

The Zoning Board of Appeals is charged with hearing appeals of the citizenry and taking action as deemed appropriate in the following areas: (1) variances of the zoning regulations, (2) special exceptions as provided for in specific regulations, and (3) appeals from the decisions of the Building Official.

During the 1982-83 fiscal year, the board held 12 public hearings during which it considered 87 applications, as follows: 78 appeals for variances (59 were approved); 15 appeals for special exceptions (12 were approved); 2 appeals of Building Official (upheld); 2 applications were withdrawn.

The Conservation Commission

serves as trustee of the town's natural environment and works for the provision of meaningful open space and conservation easements.

The commission reviews land development proposals and issues environmental impact statements. Acting as the local Inland Wetland and Watercourses Agency, the commission issues wetland permits and enforces the state mandated wetland regulations.

Many on-site meetings have been held — and will continue to be held — to assess land development proposals and associated impacts.

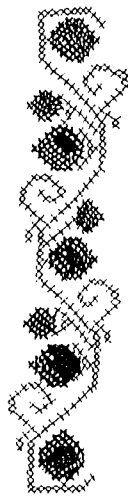
The commission hopes to continue work on the open space and natural resources plan now in progress, in the coming year.

The Economic Development

Commission is a seven-member group appointed by the Town Council to encourage and promote quality economic development that will enhance the community's tax base.

The commission continued to assist in the planning for the Salmon Brook Corporate Park and began the preparation of an Industrial/corporate development Capital Improvements Program.





Legal Services

Report from the Town Attorney

When the Town Attorney's report for last year was written there were two cases pending which exemplified the wide range and magnitude of legal problems facing our growing, agricultural-suburban Town of Glastonbury. Both have been resolved.

The United States vs. Glastonbury case was settled with a "Consent Decree" which finally reflected the flaws and realities of the Justice Department case against the Town. It took over nine months of meetings and negotiations with "Justice," but the result was worth the effort.

As was said then, "Glastonbury has agreed to continue to comply with the law; has agreed to continue to treat all people equally; has agreed to make that known in different ways; and has retained and preserved its local autonomy. The Town has avoided the risks of trial while saving over \$300,000 in litigation costs, to say nothing of the time that would have been consumed by town officials and staff. The consent decree is a fair and reasonable solution to a complex, emotional case. It is positive in all respects."

In the "South Hollow" zoning appeal, the Superior Court ruled for the citizens who had taken the appeal, setting aside the Town Plan and Zoning Commission approval. The developer went on to appeal that decision, while the Town wisely declined to go further.

While we were not involved in that case, we did agree that the problems the Judge saw in the P.A.D. regulation in relation to the "South Hollow" development could best be remedied through the legislative process of amendments, rather than the judicial process of appeal. That legislative process is now on-going and should result in new regulations.

The resolution of these cases — as did the existence and nature of the cases themselves — speak well for the democratic and judicial processes, showing how they can work successfully when reasonable people stand ready to fight, but prefer to resolve their differences peacefully.

To highlight the more mundane but practical activities of the Town Attorney, over \$235,000 in long-overdue taxes was collected in a few tax cases; the Town also won a civil rights case of sorts, when the Federal Court dismissed a developer's claim for \$1,000,000 damages, which alleged that the TPZ had violated the 1964 Civil Rights Acts in suspending approval of the remaining lots in a subdivision. The suspension and later revocation was an attempt to halt an extensive illegal excavation operation being carried on by the developer, against which the Town had obtained a permanent injunction in 1980.

While the full spectrum of opinions and advice necessary to the Town and Board of Education operations cannot be detailed here, the Town, when compelled to do so, did "go to court" to enforce its environmental and zoning regulations, especially where the

rights and property of its citizens were directly affected. There is cost to the town, sometimes substantial, in doing this, even when done on selected occasions; but the alternatives of forcing individual owners themselves to litigate to enforce town regulations, or allowing these violations and resulting harm to go on unhindered, do not appear to be acceptable public policies to most citizens.

William S. Rogers
Tyler Cooper & Alcorn



Attorney William S. Rogers

The Probate Court becomes intimately involved in the lives of many of our residents. Although commonly thought of in connection with the distribution of a person's property after death, the court's most important

function is to assist the living.

The court serves persons who are mentally and/or physically unable to manage their own affairs by appointing a conservator to act on behalf of an incapable person, by appointing a guardian of a mentally retarded person and, if necessary, by placement of a mentally retarded person in a proper facility. Adults and children suffering from severe mental illness may be committed to an appropriate hospital.

A guardian of the person is appointed to provide for proper care of a child without parents or when the parents are not carrying out their responsibilities. A guardian of the estate is appointed to oversee assets belonging to a minor child.

Other responsibilities include adoptions, termination of parental rights, paternity, sterilization, medical and surgical treatment of involuntary patients, waiver of waiting period for marriage licenses, weddings, change of name and passports. Acting as a passport processing agency and officiating at weddings are services provided voluntarily at the discretion of the Judge of Probate.

Services provided this year included: administration of 129 decedent estates; appointment of 2 testamentary trustees; appointment of 9 guardians; establishment of 5 conservatorships; allowance of 83 fiduciary accounts; approval of 20 termination of parental rights, removal of guardian and adoption proceedings; issuing 6 marriage waivers; approval of 14 change of name applications; processing 486 passport applications and 21 miscellaneous applications.





Library Services

Welles-Turner Memorial Library

completed its first full year as an on-line library in the Capitol Region Library Council's automated circulation system, CirCess, in June 1983. By year's end more than 50,000 books and 10,000 borrowers had been entered in the data base and those numbers continue to grow. Through three computer terminals the library is linked with the main computer in Hartford and 22 other area libraries with combined holdings of 1.5 million books.

Circulation grew to an all-time high of 237,000 items and the reference librarians in the adult and children's departments handled more than 12,000 questions. The cataloguing department processed more than 50,000 new books, bringing the library's total holdings to more than 80,000 items.

In an effort to accommodate an ever-growing collection and increased services, several internal changes were made in the library. A new circulation desk was installed in a new location, additional book stacks were set up in a renovated area of the lower level, and workers from the Town Sanitation Department constructed new public toilet facilities and additional storage areas.

The Library's six-member Board of Directors worked hard on renovation plans for the coming year and launched a long-term building expansion program.

The East Glastonbury Library is completely staffed by volunteers. Financial support is provided by the town, donations from private individuals and organizations, and fund raisers such as an annual book sale.

Located in a charming 19th century school house, the library offers cultural activities such as films, pre-school story hours and adult reading groups. It also provides meeting space for organizations.

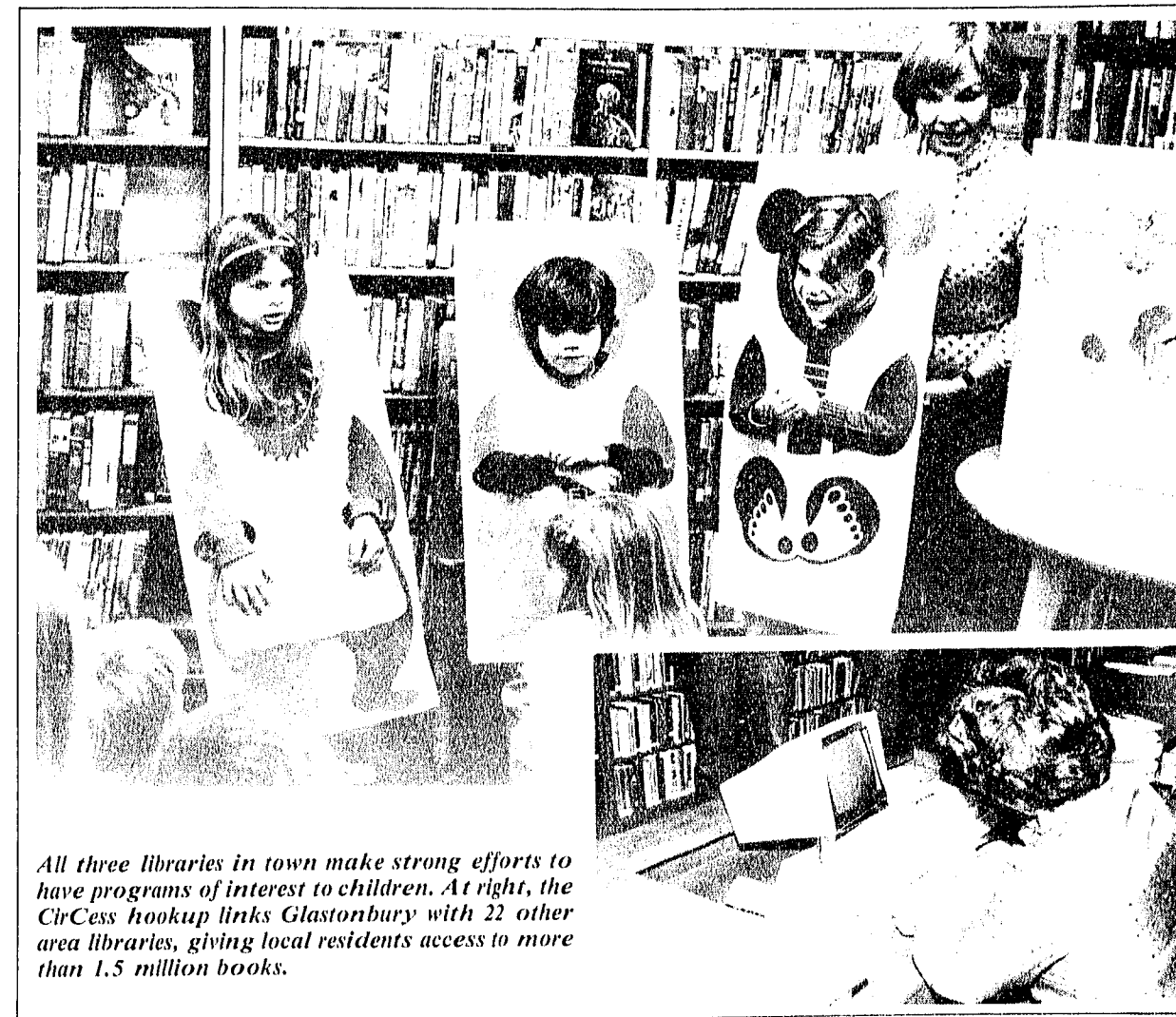
The library's collection totals some 12,000 volumes and is specially strong in reference and story material for children. Borrowers are now able to request books from other libraries, and may return books at any branch no matter where the volume originated. This new convenience has led to growing use of both East Glastonbury and South Glastonbury libraries.

The South Glastonbury Library, funded one-third by the town and two-thirds by private donations, contains some 10,000 volumes. Special features include the Hodge Natural Science Collection and the Kinne Antiques Collection.

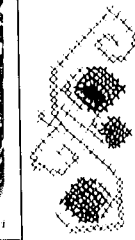
This year the library staff worked with the Audubon Nature Center to purchase additions to the Hodge collection.

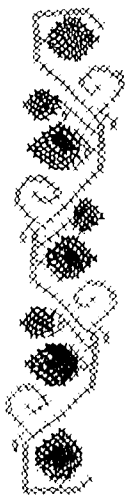
The library provided meeting space for community organizations. It also sponsored a film series, children's craft classes and story hours, and a monthly cultural program.

Workroom renovations and exterior painting were funded through grants from the Ensworth Foundation, the Service Club and Aetna Insurance Company.



All three libraries in town make strong efforts to have programs of interest to children. At right, the CirCess hookup links Glastonbury with 22 other area libraries, giving local residents access to more than 1.5 million books.





Parks and Recreation

The Parks and Recreation

Department is responsible for the organization and administration of all town-sponsored recreation activities and facilities. The department is also responsible for the care and maintenance of all town parks, open space, municipal grounds, athletic fields, school grounds, street trees and cemeteries.

In addition, the department supports the activities of groups such as Hartwell Sports Club, Little League, Midget Football, and the Glastonbury Square Dance Club. The department assists groups planning large town-wide functions and co-sponsors activities with local civic clubs and organizations.

In 1982-83 the department operated Grange Pool, Eastbury Pool, and the High School Pool seven days per week and offered an extensive instructional swim program as well as recreation swim, lifesaving, scuba, and swimnastics.

Summer playgrounds were conducted at Naubuc School, Hopewell School, and Buttonball Lane School. Children of all ages took advantage of this six-week program which included swimming, arts and crafts, games, special events, and field trips.

More than 275 children participated in the 1982 Music and Arts Camp which was held at the Gideon Welles School. This program provided extensive instruction in music, dance, and various forms of arts and crafts.

Each summer, the Town of Glastonbury is the home of a four-town Camp Sunrise pro-

gram for special populations.

The First Annual Kid's Dog Show was held at Hubbard Green during mid-July. This event drew over 35 youngsters aged 4-14 who had a chance to show off their pets. Pedigree was unimportant and judging categories included: largest, smallest, best trick, and best costume.

Town band concerts, gymnastics camp, girl's, women's and men's softball, the annual senior citizen's picnic, day trips and tennis lessons are more of the activities offered each summer.

The first Glastonbury Open Golf Tournament was held at Minnechaug Golf Club in October. This event, which will be held annually, drew over 100 participants who enjoyed 18 holes of golf, a hot and cold buffet, good company, and a beautiful fall day.

Santa's Road Race, held in early December, grew from 80 participants in 1981 to over 500 runners in 1982. Thanks to the sponsorship of Quality Name Plate, Inc. of East Glastonbury, T-shirts, plaques, prizes, and Christmas ornaments were provided to runners. A costume division added a festive note as runners dressed as elves, reindeer, and the grinch participated in the 3.5 mile event.

Residents and merchants participated in the first door and window decorating contest co-sponsored with the Chamber of Commerce. A variety of displays were visited and judged in terms of Christmas spirit, originality, and creativity. Each participant was recognized at the annual carol sing held in early December.

Winter months are extremely busy for the

Parks and Recreation Department as a full range of indoor activities are sponsored. Of particular note are the aerobic exercise classes in which over 225 persons participated in various ability levels; youth basketball which drew over 500 boys and girls; the Glastonbury Playschool for children 3 years old and up. Other activities included open gym programs, men's basketball league, winter Camp Sunrise, indoor swimming at the high school pool, gymnastics, square dancing, after school roller skating, and ballroom dance.



Each spring, the department co-sponsors the Acme Merit-thon Road Race which attracts between 800-1000 runners. The proceeds from this race are donated to the Jimmy Fund.

About 120 runners participated in the 4.75 Spring Fever Road Race run on a demanding course in South Glastonbury.

1982-83 saw the beginning of a year-round

bus trip program which offered one and two trips per month to points of interest throughout New England. Trips to such places as Radio City Music Hall, Quincy Market, the Big E, Berkshires, Fenway Park, Block Island, and Newport, RI, met with overwhelming success.

Through the year, the Parks Department is busy maintaining athletic fields, swimming facilities, hiking trails, and ice skating ponds for active use. All municipal grounds, school grounds, open space, cemeteries, and street trees were maintained by the department. Projects of particular note which were completed by the Park Department in 1982-83 included installation of a automatic irrigation system at Rotary Park and the Center Green, landscaping improvements at various town facilities and renovation of the athletic fields at Addison Park.

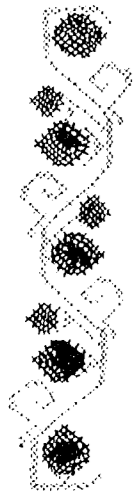
The Recreation Commission is a six-member body which reviews recreation activities and advises the Town Council on recreation related policy.

In 1982-83, the commission reviewed the comprehensive plan of development originally prepared in 1981, and submitted an addendum to the Town Council for review.

The commission also studied existing recreation facilities in town and made several recommendations for the development of new facilities and the improvement of existing parks and athletic fields.

The Recreation Commission has worked hard and will continue to do so in an effort to provide a well-rounded program of recreation activities and facilities for the residents of Glastonbury.





Human Resources

The Senior Services Department

works with senior citizen groups and individuals, town staff and officials, the Commission on Aging and other groups and agencies concerned with senior citizens. Services, such as Dial-a-Ride, the nutritional program, out-reach, information and referral, are designed to meet the needs and interests of Glastonbury's senior citizens. The department is also responsible for administration and coordination of Senior Center operations.

During 1982-83, the department emphasized out-reach efforts to serve those older adults in town with particular needs. The Friendly Visitor program and Call-a-Friend (telephone re-assurance program) were

established with the help of local volunteers.

Eight hundred copies of a 12-page Resource Directory for Older Adults were published and distributed. The department assisted Social Services with the Energy Assistance program as it applied to elderly residents. Numerous home visits for service assessment were made upon referral from the Glastonbury Visiting Nurse Association, Housing Authority and other agencies.

Attendance at the luncheon program grew to an average of 45 people per meal. An additional luncheon, the last Monday of each month at the East Glastonbury United Methodist Church, became part of the overall program.

The Dial-a-Ride program continued to grow by an increasing number of unduplicated regular riders to 145. The vans averaged 208 trips per week, and carried an average of 100 passengers per week.



Senior Citizen's Special Phone Directory

Glastonbury Department of Senior Services	659-2711 ext. 295
Dial-a-Ride	
Gideon Welles Senior Center	
Nutritional Luncheon Program	
Friendly Visiting/Call a Friend	
Senior Citizen Discount I.D. Cards (Glastonbury Chamber of Commerce)	659-7154
AARP & NRTA Pharmacy	289-6031
Social Security Office	722-3717
Medicare	1-800-982-6819
Housing Authority	633-3549
Glastonbury Visiting Nurse Association	633-3521
State Department on Aging	566-4810
FISH transportation	633-2667
Crisis Hot Line	659-3289
Info-Line	521-7150
Senior Employment Program	659-2711 ext. 300
State Department of Income Maintenance	647-1441
Food Stamps	
Title XIX Medical Assistance	
Tax Exemptions/Relief	659-2711 ext. 259
Meals on Wheels (Visiting Nurse and Home Care of Hartford, Inc.)	243-2511
Glastonbury Department of Social Services	659-2711 ext. 288
Financial Assistance	
Energy/Fuel Assistance	

The Housing Authority provides safe and sanitary low income housing to over 370 families in town. Housing units are provided for all age groups, from the children and adults of Welles Village to the handicapped and elderly at Center Village, Village Green, Knox Lane Annex and Still Hill.

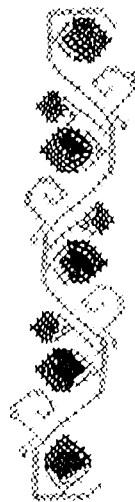
In April 1983, the Authority was given the management responsibility of the Town Moderate Price Housing Program by the Town Council. The program assists moderate income families to own their own condominiums. By discounting the original sale price, the program concept, which is extremely new to real estate practices in this country, could provide substantial housing opportunities to many moderate income families.

The Commission on Aging is composed of seven appointed members who work with the Senior Citizens Coordinator to determine the needs of Glastonbury's elderly citizens. The Commission advises and assists the coordinator in analyzing the services and programs provided for the elderly.

Revised guidelines for the Dial-a-Ride transportation program were reviewed and their adoption recommended. The Commission also supported the proposed use of Dial-a-Ride for out-of-town shopping trips on a limited basis.

The Commission discussed how the Senior Center is being used, the accessibility to programs offered, as well as the value of those programs, and will continue to work with the coordinator in a mutual quest for appropriate services to the senior population.



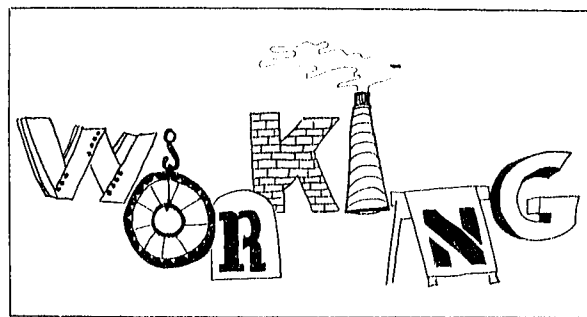


The Youth and Family Resource Center is a town-supported multi-purposed center to help all resident families "live with life."

The Youth/Elderly Employment Program found 1,210 full or part-time jobs for youth and senior citizen participants in 1982-83. The Creative Experiences Program involved 752 young people in various art and community activities producing such shows as "The Wizard of Oz," "Once Upon A Mattress," and "Working."

Another program sponsored by the Youth and Family Resource Center is *Pass It On*, a weekly, student-run cable television program featuring community information, local performers and educational interviews.

The Youth and Family Resource Center continues to offer counseling services to families with children who reside in Glastonbury or attend Glastonbury schools. The agency offered a range of individual, marital, group and family services to approximately 250 families in 1982-83 in approximately 1,525 interviews.



The Social Services Department

provides financial assistance to town residents who meet state eligibility requirements, plus information and referral services to appropriate agencies.

In addition, it is the local intake site for the state sponsored Energy Assistance Program. Staff members also serve as advocates for applicants seeking this assistance.

Fiscal year 1982-83 saw an increase in the general assistance case load, reaching a high of 40 during the middle of the year.

* * *

Every year the department sponsors a Christmas toy shop and provides both Thanksgiving and Christmas dinners to many families and individuals in need. This is made possible through the generosity of local organizations, businesses and citizens.

The Fine Arts Commission works to stimulate and coordinate cultural programs for the enjoyment of all local citizens.

Highlights of 1982-83 programs include: four summer concerts on the green; several tours of the N.Y. Metropolitan Museum; trips to the Bushnell's concert series; two chamber music concerts in association with the Historical Society; an ongoing program at Salmon Brook Convalescent Home consisting of art lessons, concerts, and performing arts groups; a February Dixieland concert featuring outstanding artists from the New England area; and a grants program which has resulted in the development of musical pieces performed by and for the Glastonbury High School band.

The Glastonbury Public Health

Department has broad powers to serve and improve the public health of the community and prevent disease. These goals are achieved by routine environmental investigations, immunization programs, screening clinics, and the distribution of public health information.

The major emphasis of the Glastonbury Public Health Department is on monitoring those aspects of the environment which affect the public health: continuous investigations of food, water, soils, and housing to conform to state and local statutes. The provision of health care is not a function of this department, but the department works closely with the VNA, a medical advisor, and clinic volunteers toward this aim.

Environmental Health

The upswing in the economy is reflected in the number of inspections this year, especially those related to subdivision and soil testing. A grand total of 2637 inspections were made. In addition, the town provided environmental health services to the Town of East Hampton one day a week for which the town was reimbursed.



Public Health Officer Richard Coppa.

The flu clinic for the elderly immunized 312 persons.

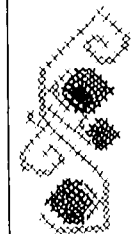
Health Education

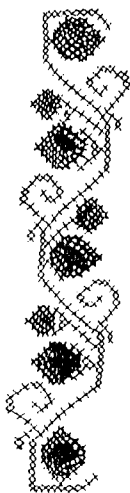
Periodic seminars were provided all employees regarding life-style changes geared to enhance the life of the individual. Topics such as physical fitness, nutrition, smoking and use of alcohol were discussed.

Preventive Action

On a quarterly basis, all town employees are offered the opportunity to attend a high blood pressure screening clinic. A total of 288 pressures were checked with 2 referrals to physicians.

	1982-83	
Complaints	227	Food Service 667
Insects-Rodents	49	Housing Code 398
Garbage-Rubbish	98	Sewage Disposal System 307
Septic System Repairs	60	Swimming Pools 177
All Others	151	All Others 503





Public Records

The Town Clerk's office is the center for public records and information including land records, vital statistics, elections, minutes of the numerous boards and commissions, landfill stickers, and various licenses.

Income for the 1982-83 fiscal year increased dramatically, 53% higher than the previous year. The increase was due to two major factors: (1) interest rates returned to more reasonable levels causing the number of land record transactions to reach an all time high; (2) the state legislature increased recording fees for land record documents from \$3.50 per page to \$5 per page effective October 1, 1982.

The long awaited revision to the Glastonbury Code of Ordinances arrived during the fiscal year and is a useful tool for anyone involved with the town's laws. Landfill stickers were instituted at the end of the fiscal year for use in the new year. A state conveyance tax was passed by the state legislature to become effective at the beginning of the next fiscal year.

On September 1, 1982, a referendum was held on the addition to and renovation of Company No. 2 fire house in South Glastonbury. The question was passed by a vote of 2100 in favor to 119 against.

The Registrars of Voters recorded a total of 915 voters from July 1, 1982 to June 30, 1983:

New Voters	Party	Totals
321	Democrat	4804
309	Republican	5291
285	Unaffiliated	4533
915		14,628

A state election was held November 2, 1982. Of the 15,059 eligible, 11,155 voted (74.1%); 322 of those cast absentee ballots. Five ballot questions all passed in Glastonbury. Four were state constitutional amendments; one concerned Glastonbury Charter revisions.

Voters may register and/or affiliate with a political party daily in Town Hall at the Registrars' or Town Clerk's office from 8:30 a.m. to 4:30 p.m. Registration sessions are also held on the fourth Thursday of each month from 7 to 9 p.m. at the Registrars' office. For further information on special sessions call the Registrars at 659-2711, ext. 277 or 278.



Town Clerk Edward Friedeberg in the new Town Hall vault.

Collection — For Town General Fund

	1980-81	1981-82	1982-83
Conveyance Tax	\$ 67,496.35	\$ 63,187.25	\$ 92,009.42
Recording Fees	43,515.28	43,287.42	74,585.56
Other Fees	7,512.85	7,135.55	7,385.00
Totals	\$118,524.48	\$113,610.22	\$173,979.98

Collection — For State of Connecticut

Hunting & Fishing Licenses	\$ 14,314.00	\$ 12,911.00	\$ 20,833.00
Majority Cards	33.50	0	0
Totals	\$ 14,347.50	\$ 12,911.00	\$ 20,833.00

Collection — For Town Dog Fund

Sale of Dog Licenses	\$ 10,277.40	\$ 9,168.85	\$ 8,628.25
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Other Statistics

	1980-81	1981-82	1982-83
Births	236	239	216
Deaths	163	171	155
Marriages	324	284	330
Dog Licenses	2,282	2,211	1,999
Hunting & Fishing Licenses	3,135	2,830	2,738
Veterans' Discharges	80	63	54
Voters	403	281	274
Land Record Documents	4,767	4,775	6,068
Absentee Ballots	1,282	655	553





Public Works

The Department of Public Works

is responsible for the operation, maintenance and repair of town-owned facilities. Generally, the responsibility is for streets, sidewalks, storm drainage, sanitary sewers, traffic signals, street lights, vehicles, buildings, solid waste disposal and sewage treatment. In addition, the technical expertise of Public Works is provided to all town agencies.

Some highlights of 1982-83 accomplishments:

Engineering

- Major repairs to the traffic signal at Main and Griswold Streets resulting in smoother traffic flow;
- Completion of the last two master drainage studies providing concrete data on all pipes, streams and drainage basins for use in future subdivision approvals and drainage design projects;
- Repairs to 1,800 linear feet of concrete sidewalks;
- Purchase of a microfilm reader-printer to reduce the daily wear and tear on permanent plans and increase their accessibility;
- Replacement of the Woodland Street bridge by private contractor.

Streets and Drains

- Repaving of Hubbard Drive and improvements in its drainage system to alleviate basement flooding in this area;
- Improvement of a drainage problem and traffic hazard on Quincey Road by relocating

a catch basin and redefining the intersection;

- Construction of a new gravel parking area to serve Earle Park and the Audubon Society;
- Improvements in drainage and road width on Dayton Road;
- Improvements to Buckingham Park and Addison Park in cooperation with Parks and Recreation;
- Revamping of the Hebron Avenue—Oak Street intersection with resulting improvement to traffic flow on Western Boulevard and Oak Street.

Vehicle Maintenance

- Complete reorganization and reshelving in the parts stockroom;
- Improved preventive maintenance program in which town vehicles such as school buses and snow plows were completely serviced prior to seasonal use.

Building Maintenance

- Day-to-day involvement in the renovation of the Town Hall and Police Station;
- Installation of a new heating system at the Public Works highway garage;
- Completion of all energy improvements recommended by Saren Engineering with an impressive 20% drop in heating costs from the previous year;
- Relocation of rest rooms and reference/storage rooms at Welles-Turner Library at the request of library staff.

Waste Water Control

- Rebuilding of pumps at the Hubbard Pump Station under Public Works supervision to provide more pumping capacity with lower energy consumption;

- Significant improvements in the method of hauling sludge to the Metropolitan District in East Hartford;
- Start of engineering design to replace the outmoded Parker Terrace Pump Station.

Refuse Disposal

- Approval of a one-lift extension at the landfill by the Department of Environmental Protection to prolong its use until December, 1983;
- Plans begun to convert the landfill to a transfer station with the need to haul refuse to Hartford in the future;
- Location of an additional recycling trailer at the new Main Street commuter lot.



Parking lot at Earle Park/Audubon Society was constructed by the Public Works Department.

The Public Building Commission

is charged with overseeing the construction of public buildings. It participates in selection of architects and awarding bids, and works with contractors in completing any assigned project.

A contract was awarded in October of 1982 for the renovation and addition to Company #2 firehouse. Work continued through 1983 with completion anticipated before the end of the calendar year.

In May 1983 the Commission was asked to see about putting in a new heating system at Naubuc School. In June an architect was hired and work was started with the project scheduled to be operative for the fall school season.

The Sewer Commission has a unique position in Glastonbury's town government. The seven member commission is appointed by the Town Council but has sole authority in determining the need for and the construction of the sewer system required.

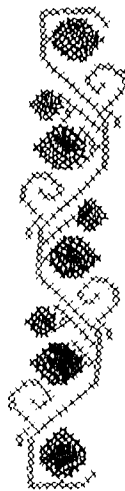
It also has under its jurisdiction a Sewer Sinking Fund which was established to provide for the construction of sewer system additions with a reimbursement to the Sinking Fund through assessments from properties benefited. A "check and balance" of this fund is provided by the Board of Finance.

1982-83 saw the contract awarded to rebuild the Parker Terrace pump station with financing provided in total by the Sewer Sinking Fund. The commission has also added the construction of a "force main" to the pump station project and will determine financing with the Board of Finance early in 1984.

The commission is working with other town agencies, boards and commissions to develop a sanitary sewer system for the Western Boulevard Industrial park.

The assistant civil engineer, Public Works, provides day-to-day liaison with other town departments and the public; technical and administrative support is provided by the Public Works Department.





Public Safety

The Police Department staff numbers 55, in the following categories: one Chief; three Commanders (detective, field division, services); two Lieutenants (administration, patrol); five sergeants (three patrol, one detective, one traffic); ten Police Agents; 22 Patrol Officers; five dispatchers; and seven clerical workers.

Statistics

Overall crime as reported to the Police Department shows a decline for the second consecutive year. Crime statistics are based upon the Federal Bureau of Investigation criteria for the National Uniform Crime Report where crimes are defined as either Part I or Part 2.

Part I crimes are serious crimes against persons or property, such as homicide, rape, robbery, aggravated assault, motor vehicle theft, larceny or arson. Part 2 crimes are less serious crimes such as simple assaults, disorderly conduct, forgery, fraud, vandalism or driving under the influence of alcohol or drugs.

Part 1 crime statistics showed a 3% decline and Part 2 crimes a 5% decline. The police are confident that this decline is the result of an increasingly pro-active approach on the part of police to certain crimes, the high visibility of police officers in higher crime areas, and the employment of crime statistical analysis by the department.

Traffic activity, the issuance of motor vehicle warnings, infractions and summonses, increased 3% while miscellaneous police

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service calls decreased 8%.

Homicide

On May 8, 1983, Michael Vallieres was found murdered in his home on New London Turnpike. The Department's criminal investigators, under the direction of Commander Paul Gibbons and the State Police Major Crime Squad, worked around the clock on the investigation. As a result of this effort, the homicide was solved and an arrest was made within three days.

Conversion

The conversion of the former town hall to the police facility began January 17, 1983. By the end of June the upper floor was completed and many police activities (some on a temporary basis) were moved to the upper floor. Renovations to the lower level should be completed late in 1983.

Public Safety Dispatch Center

The town radio communications system consisting of Police, Fire, Ambulance, Public Works and Civil Preparedness was installed in the upper floor of the police facility in late spring, 1983 and commenced operations in June. An up-to-date two place dispatching console and state-of-the-art equipment were installed and should serve the town well for years. Topographic and radio frequency interference has been virtually eliminated. The safety and well being of individual police officers has been increased as total radio coverage has been increased and the existing portable radios carried by the officers can now be employed anywhere in town. The new communications center should significantly increase the communications capability of all town emergency units.

Cruiser Switches Within Easy Reach

The inconvenience and accident potential of driving a police vehicle and simultaneously trying to locate accessory switches has been reduced through the efforts of four Glastonbury police officers and two local business firms. The officers designed a console that contains two radios, a siren and almost all of the accessory switches within easy reach. The two local business firms donated time and materials in the console fabrication. Previously the radios, microphones and accessory switches were scattered along the dashboard on the vehicle floor and under the glove compartment. The finished console cost approximately \$45 per vehicle. If the console units were purchased from a dealer, each unit would cost between \$800 and \$1,000. The Town of Glastonbury received national recognition by the International City Managers Association with publication of the console project in its Management Innovation Guide Book.

False Alarms

During the past year the Police Department was plagued by 1,612 burglary/robbery alarms, each requiring a police officer's response. The police response to such alarms is on an emergency basis and officers have been injured or involved in accidents responding to them. Therefore, the department has a strong interest in reducing false or nuisance alarms that waste police resources and threaten the well-being of officers and the public. The vast majority of alarms are caused by improper operation of the alarm or lack of maintenance. It should be a sobering thought to realize that the alarm owner who provides a false report of a

crime (the receipt of a false or nuisance alarm) is liable if an officer is injured or property damage ensues as a result of a misleading alarm.

Outside Assistance

In response to a request from New Britain for assistance under the Capitol Region Mutual Aid Pact, eight specially trained Glastonbury police officers provided assistance at a Ku Klux Klan rally. The Glastonbury officers, wearing full riot gear, were part of a contingent of police officers from the Capitol Region. Through effective planning by the New Britain police department, members of the KKK were contained in a stadium while the counter-demonstrators were isolated at another location. This prevented any acts of violence.

Continuing Programs

To maintain in-service training program; to continue to assist the Town in its energy conservation program; to increase and update the number of safety education programs already in existence; to continue the enforcement programs designed to reduce the availability of drugs/alcohol to local youth.



Working with the Junior Women's Club, the police carried on a voluntary finger-printing program for youngsters.

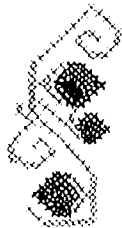
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Crime Statistics:	1980-81	1981-82	1982-83	Change
Part I Index Crimes: Burglary, Rape, Assault, Arson	1,136	952	924	-3%
Part II Index Crimes: Trespassing, Disorderly Conduct, Vandalism	5,667	5,135	4,875	-5%
Traffic Activity	6,112	6,406	6,611	+3%
Misc. Service Calls: Fires, Dog Complaints, Medical Assists, Escorts	7,896	7,440	6,859	-8%
Totals	20,811	19,933	19,269	-3%



Above, Agent Steve MacKinnon and Officer Ed Bernacke were two of the police staff commended for life saving actions. At left, town officials attend a ground breaking ceremony for the first step in conversion of the town office building into a police facility. At right, the antenna is replaced following structure completion of the sally port in the rear, and the interal work begins.





The Fire Department is made up of about 140 volunteer firemen in four fire companies: Company #1 on Main Street at Pratt Street; Company #2 on Main Street in South Glastonbury; Company #3 on Chestnut Hill Road near the New London Turnpike junction; and Company #4 at the junction of Manchester Road and Hebron Avenue.

The Fire Commission establishes policy for the department and works to keep stations and equipment up to traditional excellence.

The equipment stationed at each company is as follows:

Company #1: Aerial scope, emergency truck, two boats, staff car, brush truck, and two first class pumpers; Company #2: two first class pumpers, a GMC reserve pumper, and brush truck; Companies #3 and #4, each: two first class pumpers, and a brush truck.

The 1982-83 year was marked by the beginning of a new wing at Company #2 firehouse, by the acquisition of a new Hahn pumper.

Emergency calls for the year included:

Structures	34
Rescues	14
Chimney Fires	22
Car Fires	64
Grass	53
Auto Accidents	23
Electrical	30
False Alarms	7
Mutual Aid	1
Misc. (pumping cellars, etc.)	130
Smoke, Odor	41
Still Alarms	70
Total	489

The Fire Marshal's duties are divided into three areas: fire code enforcement, fire investigation and public fire prevention education.

Code Enforcement

The Fire Marshal's office is responsible for the enforcement of 64 codes and standards and the State Fire Safety Code which regulate buildings, storage, transportation and use of explosives, flammable liquids and compressed gasses. Fire inspections are conducted in all buildings with the exception of one and two family dwellings. Plans for new construction or renovation projects are reviewed for compliance with all applicable fire codes.

Fire Investigation

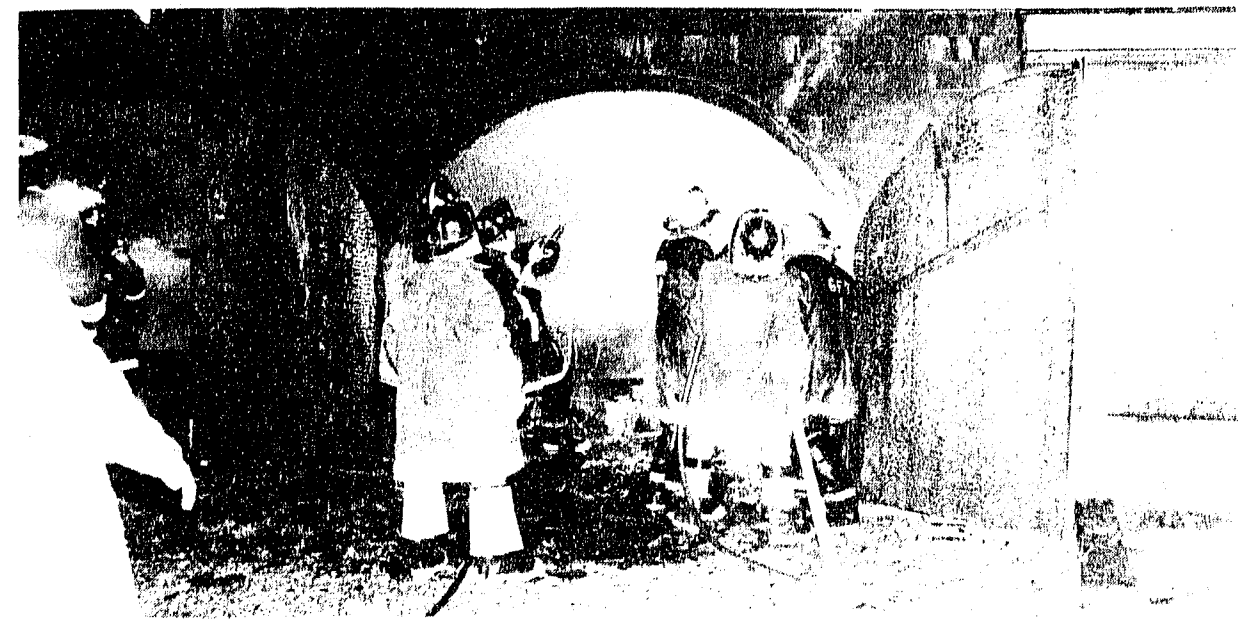
State statute requires that the Fire Marshal investigate the cause and origin of all fires within the town. Determining the cause of a fire often involves many hours of working at fire scenes, digging through and examining the debris. A close working relationship with the Police Department is required and has been successful in investigation of arson fires.

Public Fire Education

One of the more enjoyable aspects of the Fire Marshal's office is working with the school children and Board of Education on fire prevention programs.

Statistics

Code Enforcement Inspections	204
Plan Reviews	40
Explosive Permits	46
Fire Investigations	30
Approximate Dollar Loss	\$1.5 million



Firemen from three companies battle a structure blaze on Wood Pond Road.

The Office of Civil Preparedness

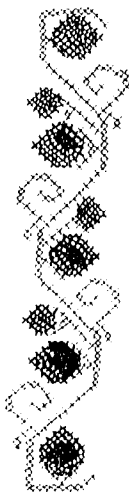
Is responsible for coordinating all government and private sector activities for times of man-made or natural disasters. A large part of its work is developing and maintaining plans for responding to disasters and keeping the town's emergency plans updated through training. Equipment, particularly communications systems, must be ready for immediate action.

During the recent transfer from the town's old communications system to the new sophisticated system, the multi-functional

Civil Preparedness communications van was used to ensure that no interruption in communications would take place.

The Civil Preparedness staff was a major coordinator in a mass casualty training drill, which involved 100 mock victims of a school bus/tank truck mishap. With the assistance of emergency services from surrounding towns, the drill showed the capabilities of the Glastonbury police, fire, Emergency Medical Service (EMS) and Civil Preparedness staffs to cope with a disaster of this type.





Finance

Administrative Services reports that the highlights of the 1982-83 fiscal year encompassed a dramatic change from prior fiscal years. Some of this change will be moderated in the future.

Move into new Town Hall

The Services areas of Administration, Purchasing and Data Processing were relocated to a much more efficient area, a working environment that is comfortable for the employees as well as citizens. Mail processing, copy center and central office supplies were put in special rooms to minimize impact on other office functions.

Charter Revision

The revised Charter brought about a major impact in the methods of acquiring goods and services from contractors, architects and engineering firms. The administrative staff developed guidelines for purchasing and professional services procurement for Town Council approval. The guidelines allowed for a more competitive process in the selection and acquisition of the services that this community acquires. Other Connecticut communities are utilizing these professional services guidelines as a model toward implementing effective procedures in their towns.

Capital Improvements Program

Through the planning process in the Capital Improvement Program, the Finance Board and Town Council have authorized a significant amount of funding over a three year period. The authorization in 1982-83 was

\$884,600. This brought about a significant increase in the demand for services from the purchasing area. The public works administration has worked closely with the Purchasing Agent in the preparation of bidding for professional studies, building contracts and energy systems. One particular project that deserves comment is the police communication system. This project was unique and complex in comparison to the usual bid criteria that is handled by the staff.

Computer System

In its continuing installation of the computer network, the town made changes in the revenue collection office and the Board of Education. A major conversion was made of the property taxes to affect on-line posting and receipting for July 1, 1983. The Board of Education made a transition to an independent system located at Williams Street to increase processing efficiency; the town's Datapoint system had been linked by telephone to the education office. A smooth transfer of the data base for education payroll and expenditures was made to the separate Datapoint equipment without major conversion problems.

Pension Modifications

The Town Council and Finance Board approved modifications for the town's pension plan effective January 1, 1983. The modifications included the conversion from a deposit administration plan to an immediate participation plan. This change brought about the availability of a greater percentage of the pension assets for investment. The contract was modified to remove the "guaranteed" interest rate formula and an investment

management plan was implemented. The combination of these two factors will enhance the growth of the pension assets.

The town also made some non-financial modifications of significance. The personnel analyst, in review of the pension document, found that there were many areas in conflict with the Age Discrimination Act of 1967. Modifications were made which removed language discriminatory to age, sex, or formulae to comply with the Act.

Purchasing

The Purchasing Department administered 64 bids and proposals and awarded contracts or purchase orders in excess of \$1,850,000 during the 1982-83 fiscal year.

Report from the Board of Finance

The Board of Finance serves a unique role in the government of the town. Glastonbury is one of only three Connecticut towns which have both a Town Council and a Board of Finance, thus providing checks and balances on the fiscal management of the town.

The success of the system is reflected in Glastonbury's excellent credit rating and its history of surpluses.

The town charter defines the function of the Board of Finance. In its **advisory** role, the Board makes recommendations to the Council concerning the annual budgets submitted by the town manager and the Board of Education.

The charter also gives the board **direct authority** to set the annual mill rate, based on the final total budget approved by the Council. The board must also approve any

nonbudgeted appropriation in excess of \$5,000. It also authorizes transfers within departments during a given fiscal year and rules on transfers from surplus funds to or from the Reserve Fund for capital and non-recurring expenditures (up to \$25,000). The board also determines the method for financing bond issues.

During 1982-83, the town expanded its new computer system to include the assessment and tax collection functions. In addition, through cooperation between the finance board and the Board of Education, additional computer hardware was purchased to expand the education functions.

The Board of Finance continued to monitor and implement the Capital Improvements Program, to which it has given strong commitment. The renovated police station, town hall, and fire company no. 2 were the most prominent projects nearing or reaching completion.

During the year the board initiated meetings with the town's state representative and state senator to discuss existing legislation and pending changes to statutes which have financial implications for the town. It is hoped that such dialogue will continue.

The Board of Finance consists of six members elected for six year staggered terms. A bipartisan body, it works in close cooperation with the Town Council and the Board of Education to ensure sound fiscal management as well as stability and continuity in town government.

Diane Northrop
Vice Chairwoman





The Property Assessor's Office

is responsible for three major functions:

- the administration of a property tax system in compliance with state statutes; granting exemptions for elderly, farmers, veterans and special groups;
- maintenance of a records library and information center, since all real, personal and motor vehicle inventories including names, addresses, legal data and values are listed in the Assessor's office;
- appraisal and re-appraisal of all real

estate, business, personal property and motor vehicles.

The October 1, 1982 Grand List of taxable property grew by 4.63% or \$15,345,068, to a new total of \$346,544,231. This dollar increase is the second largest in the town's history for a non-revaluation year, topped only by the \$15.5 million increase in 1978. The growth of 4.63% compares to last year's 4.0% increase and the average annual increase of 4.4% since the last town-wide revaluation in 1974.

Net Grand List Summary

	1981	1982	change	%
Real Estate	\$276,517,875	\$286,528,077	\$10,010,202	+3.62%
Motor Vehicle	37,994,608	41,707,004	3,712,396	+9.77%
Personal Property	<u>16,686,680</u>	<u>18,309,150</u>	<u>1,622,470</u>	<u>+9.72%</u>
Totals	\$331,199,163	\$346,544,231	\$15,345,068	+4.63%

An analysis of the real estate portion of the list indicates that residential property accounted for approximately 75% of the \$10 million increase with the balance attributable to commercial and industrial property growth.

The motor vehicle portion of the list showed a good growth this year due in part to the inflationary impact on the value of new and

used vehicles, as well as the increase in sales of new cars.

New purchases of business personal property resulted in a respectable growth in that section of the Grand List despite the fact that about \$800,000 of inventory assessments were written off this year. Inventories are now completely exempt from local taxation in accordance with state statutes.

History

The history of Grant List increases since the revaluation of January, 1984 is as follows:

1/1/75 over 1/1/74	+12.0 million	+5.0%
1/1/76 over 1/1/75	+ 7.6 million	+3.0%
1/1/77 over 1/1/76	+11.6 million	+4.6%
10/1/77 over 1/1/77	+ 7.2 million	+2.7%
10/1/78 over 10/1/77	+15.0 million	+5.5%
10/1/79 over 10/1/78	+15.5 million	+5.4%
10/1/80 over 10/1/79	+14.5 million	+4.8%
10/1/81 over 10/1/80	+12.9 million	+4.0%
10/1/82 over 10/1/81	+15.3 million	+4.6%

Substantial Taxpayers

	Net Taxable	Description
Amica Mutual Insurance Co.	\$2,499,170	Insurance Co.
Connecticut Light & Power Co.	2,350,980	Utility
Arbor Acres Farm, Inc.	2,126,870	Poultry
Hale Farms Development Corp.	1,932,250	Condominiums
Beltman, J. & Lesser, Robert K., Trustees (Colonial Village)	1,608,770	Apartments
Center Mall Associates (Fox Run Mall)	1,543,560	Shopping Plaza
Soap Factory Limited Partnership	1,534,190	Condominiums
Continental Real Estate Partners, Ltd. (Glen Lochen)	1,169,000	Shopping Plaza
Connecticut Natural Gas Corp.	1,154,770	Utility
Pittston Petroleum Inc.	995,750	Oil Storage

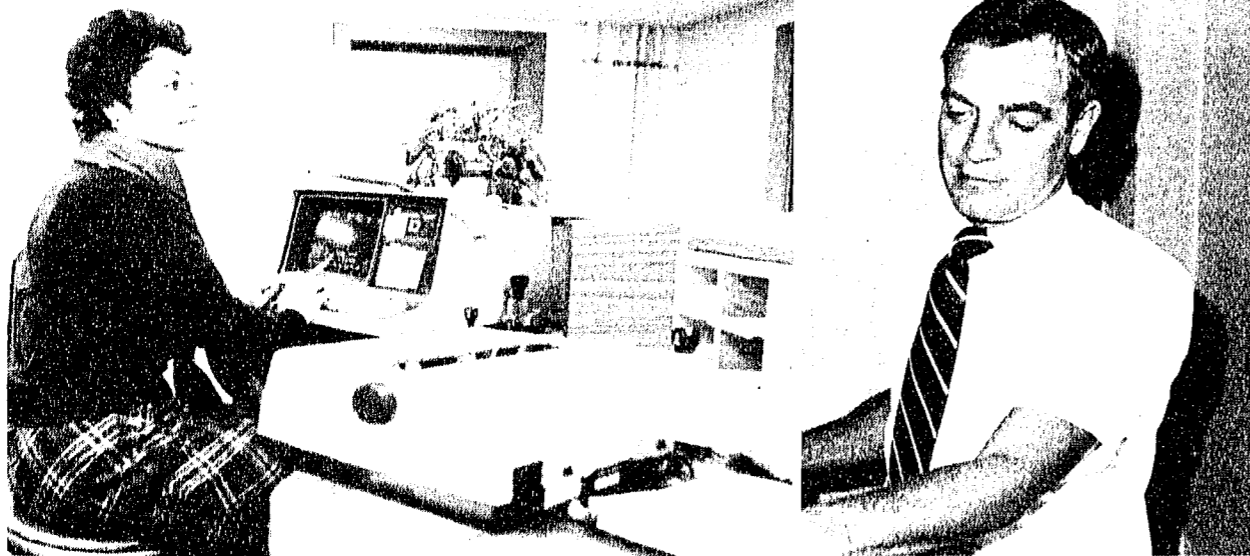




The Collector of Revenue is responsible for the billing and collection of all property taxes, sewer use and sewer assessment charges due the Town of Glastonbury.

For fiscal year 1982-83, collection of current property taxes totalled \$16,837,314 plus \$71,393 for interest and lien fees, indicating a 97% collection rate of the adjusted total collectible of \$17,317,640. Back tax collections totalled \$319,516 plus \$103,550 in interest and lien fees, indicating a 52% collection rate for all back tax years.

A total of \$1,019,359 was collected for all sewer use, sewer connection and sewer assessment charges.



Tax data was put on computer for use during the next fiscal year.

The Board of Tax Review has five members, each elected to a four year term.

The primary purpose of the Board is to consider the cases of taxpayers who are appealing property valuations set by the Assessor.

In accordance with state law, the Board meets at least three times during February and once in September. The September meeting is limited to motor vehicle appeals.

The Grand List for October 1, 1982 as adjusted by the Board of Tax Review, totaled \$346,588,457.

Tax Collector John Croce retired with a record of better than 98% tax collection.

Education

Report from the Board of Education

During the 1982-83 school year, 4934 students were enrolled in the Glastonbury public schools; 289 entered the system in kindergarten and 455 graduated as seniors. The Town incurred an average expense of \$2868 per pupil, including the cost of transporting 89% of the students in the locally-owned fleet of 38 buses.

As in prior years, the Board of Education accounted for more than half of the town's total expenditures. In establishing the budget, the Board spends the better part of three months reviewing and prioritizing the school system's programs. This year it approved new transitional classes between kindergarten and first grade and an alternative high school program for the 9th and 10th grades.

More than 80% of the education budget represents salaries and fringe benefits, however, and the priority was the two-year contract signed in January, 1983, which brought Glastonbury teachers' compensation up to the median of the greater Hartford school systems. The Board recognized the need to achieve and maintain this level in order to attract and retain talented and dedicated staff.

The Board of Education purchased its own computer for the central office when it was found that there was neither time nor space to share the town's computer. Another unexpected expenditure was incurred when the heating system at Naubuc School had to be

replaced.

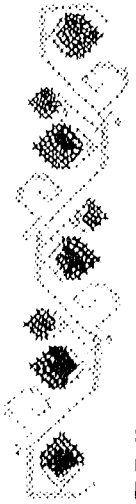
The Board continues to work cooperatively and closely with the Town Council and Board of Finance in developing the budget, and currently is attempting to initiate a joint Capital Improvements Program with the town in order to assure orderly replacement and upgrading of all the community's facilities.

**Robert P. Knickerbocker, Jr., Chairman
Glastonbury Board of Education**



455 seniors graduated from the school system in June ceremonies at the high school.





Report from the Superintendent of Schools

The Glastonbury Public Schools continue to review and upgrade all aspects of their programs. We are fortunate to have a staff dedicated to the continued improvement of the schools as demonstrated by the activities carried on during the school year.

The following major activities were carried out during 1982-83:

- A comprehensive review of the instructional delivery system was completed under the direction of Laurence Tiven, Assistant Superintendent for Instruction. The recommendations in the review will serve as the basis for curriculum revision in the future.
- The reading program was reviewed and a master timetable for a thorough revision of the reading program was developed.
- A Board of Education task force was organized to study the climate at Glastonbury High School.
- Dr. Mark Cohan was appointed as principal of Gideon Welles School. Under his direction, the school has achieved a new sense of purpose.
- The program for the gifted was expanded into grades three and six.
- Computer instruction was introduced at Gideon Welles School for all students.
- A community computer education program was instituted.
- Performance objectives in science for grades K-3 and grade 6 were reviewed and revised.
- The music department began a program

of exchange concerts with neighboring school systems.

• A study skills booklet was developed jointly by the guidance staff and personnel in the five major academic areas to help high school students improve their study habits.

• Glastonbury joined with Wethersfield in a cooperative venture to offer a vocational program in food service and management.

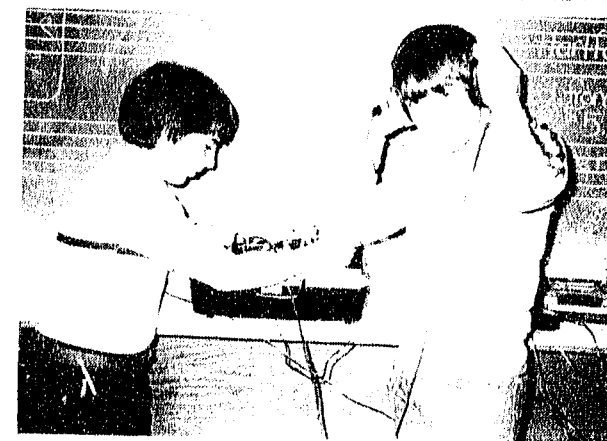
Henry R. Schoebel
Superintendent of Schools

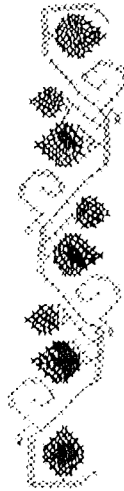


School Superintendent Henry Schoebel, assisted by Ruth Katz, officiated at graduation services.



Education isn't always a matter of books. A number of things are learned through fun activities and a hands-on approach.





Where Governing Responsibilities lie

The town's government consists of elected officials, appointed boards and commissions and paid administrative staff. Elected are Town Council, Board of Education, Board of Finance, Zoning Board of Appeals and Board of Tax Review. Each of these has defined responsibility and authority and is answerable only to the electorate in those areas.

The Town Council is the legislative body and final zoning authority, and determines the amount of the total town budget, including the amount allotted to the Board of Education. The Council determines only the amount for education; the Board of Education determines how that amount will be spent. In the town administration budget, the Council determines where and how the money will be spent.

The Board of Finance is charged with recommending methods of financing for budgeted items and must approve any non-budgeted items before they can go forward. The finance board reviews the budget, recommends cuts or additions and forwards it to the Council for final approval. The finance board has sole authority to set the tax mill rate. This board is a bi-partisan commission with a 3/3 membership.

The Board of Tax Review listens to complaints about tax assessments and has the power to change assessments if warranted.

The Zoning Board of Appeals has the authority to waive certain zoning regulations and restrictions under specified conditions.

The Fire Commission regulates the operation of the volunteer fire department.

Every two years in the even years the town holds a municipal election. The Town Council is the only board where a complete new slate is offered at each election. Twelve candidates run for office and nine are elected. On every other board and commission—both elected and appointed—terms are staggered and only partial membership is replaced or re-instated at election time. In the case of the Board of Finance, each party puts up one candidate for the two seat vacancy; in effect, the member is elected by the caucus.

* * *

The appointed boards and commissions are advisory groups with defined responsibilities but very little actual power. Their main job is to recommend actions and policies for Council adoption. The exceptions to this are the Housing Authority, Town Plan and Zoning, Public Building, Sewer and Conservation Commissions. Summed up very briefly, the responsibilities of these commissions follow.

The Housing Authority, although appointed by the Council, is an autonomous body in charge of administering the town's low cost housing properties. TPZ has the authority to approve subdivisions and special permits for commercial and industrial developments or sites. The commission is responsible for reviewing public improvements and recommending zone changes, and has the sole authority to

prepare and adopt a master Plan of Development.

The Sewer Commission has the authority to levy assessment for sewer installation and use.

The Conservation Commission, appointed by the Town Manager, is a commission established by state statute. Now the agency for inland-wetland regulation enforcement, the commission is charged with protection of the town's environment and has final say in that area.

The Public Building Commission is charged with overseeing construction of new municipal buildings and renovation of existing buildings owned by the town.

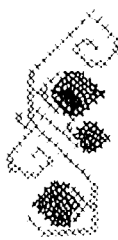
All elected and appointed officials and board members are volunteers who work without pay, except the registrars of voters.

Although elected, they are selected by the caucus and are paid by the town to keep voting records and supervise elections.

* * *

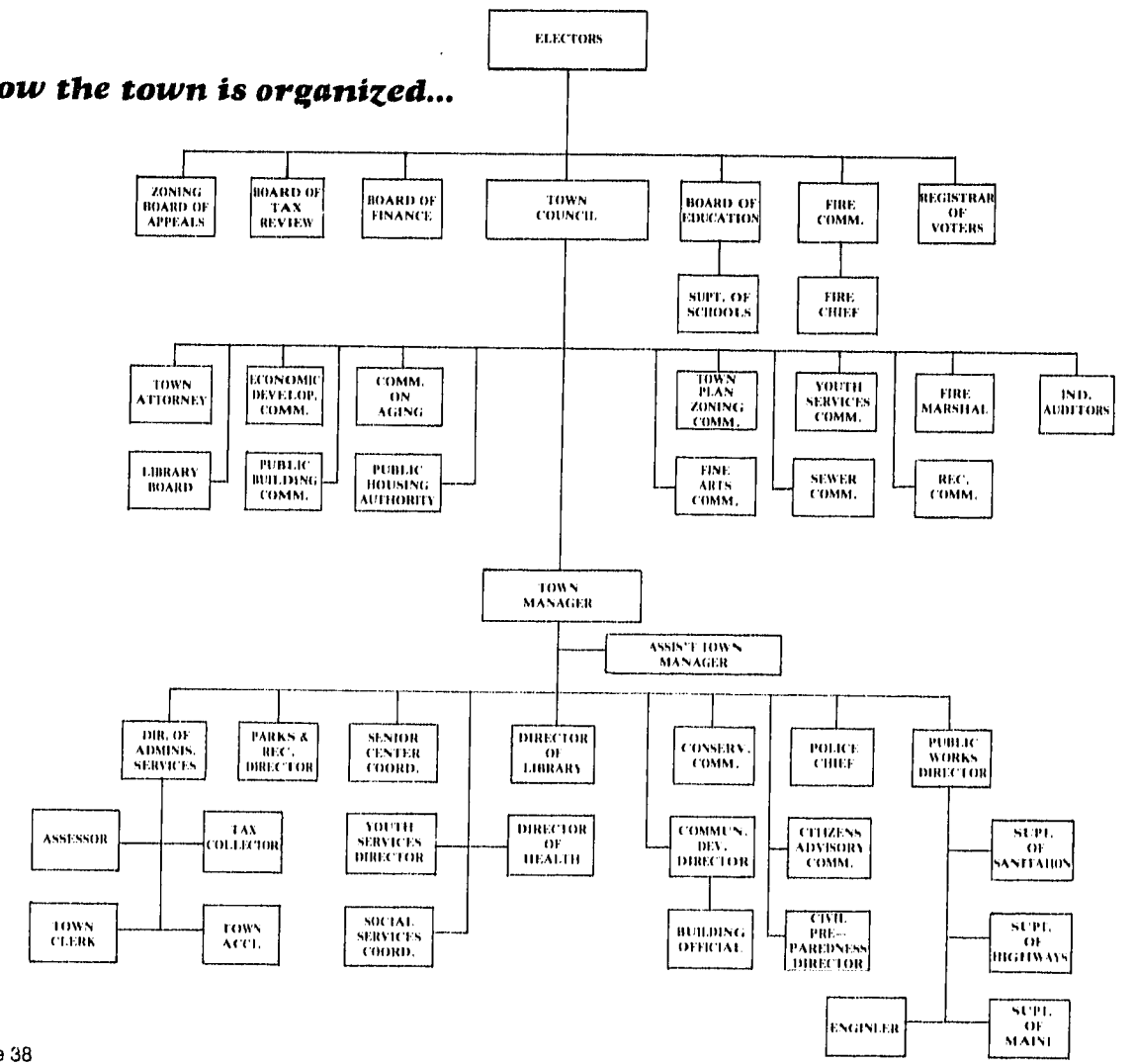
The Board of Education has, as its chief administration officer, the superintendent of schools. The Town Council has the town manager who supervises the town staff, including the police department. The manager's job is to carry out the policies and directions set forth by the Council, to provide required and requested information for the Council, and to generally serve as the arm of the Council. He is responsible for assigning a staff member to each board and commission, for preparation of the town's portion of the budget, and for the general operation of day to day government activity.

The Town Council held its first official meeting in the new Town Hall in February. A sound system allows everyone in the Council Chambers to hear clearly.





How the town is organized...



Town Officials

ELECTED OFFICIALS

Town Council

Henry Kinne*
 Sonya Googins
 Marcia Erley**
 William Ferris, resigned
 Lois Muraro
 Walter Cusson
 Allen Pfeffer
 Richmond Perley
 George Adamson
 Patrick Dwyer

Board of Education

Robert Knickerbocker Jr.*
 Judy Harper**
 Thomas P. Gullotta
 Betsy Dingley
 Sally Wisniewski
 Michael P. Meotti
 Helen Stern
 Beth Ellason

Board of Finance

William B. Glotzer*
 Diane L. Northrop**
 Robert D. Bowden
 Walter F. Hemlock
 Edward F. McCabe
 James R. McIntosh

Board of Tax Review

Leo J. Bonetti
 Robert A. Phelon
 George J. Sanford Jr.
 Ernest Lacey

Fire Commission

Dr. Ernest E. Novey Jr.*
 Thomas Perry
 Thomas J. Love
 William Constantine
 Lois Muraro
 Edward P. Urbansky Jr.
 Earl Goodale, resigned
 Richard Cusson

Zoning Board of Appeals

Douglas T. Scott*
 Arthur W. Bostick
 Walter Erley
 Robert Gamer
 Charles Monaco
 Alternates:

Donald R. Gondek
 Richard Brown
 Helen Stern
 Sandra O'Leary

Registrars

Joan Kemble
 Carolyn S. Larsen

Probate Judge

Donald F. Auchter

* * *

State Representative

Antonina Parker

State Senator

Carl Zinsser

U.S. Representative

Barbara Kennelly (1/82)

APPOINTED OFFICIALS

**Building Board of Appeals/
Codes Review Committee**

Constantine Constantine
 Janet Pfelfer
 Jean Hager

Commission on Aging

Calvin J. Carini
 Otis F. Hall
 Edmund Van Dyke Cox
 Phillip P. Shaughnessy
 Maurice Bourbeau

**Community Beautification
Committee**

Eleanor Bostick*
 Paul Love
 Fran Peragallo
 Patricia Clark
 Margaret Meotti
 Winona Morse
 Alfred W. Lincoln

**Community Conservation
Commission**

Richard J. Mihm*
 Cynthia Fitton
 Carol Burritt
 Maria Robotham
 Peter M. Stern
 Alan R. Spler
 Robert A. Breen

**Community Development
Commission**

David H. Lips*
 Bradley E. Northrop
 Harold B. Kent, Jr.
 W. Michael Low

**Community Consortium
on Positive Behavior**

Judy Harper*
 JoAnn Hoff
 Peter O. Erlandsen
 Robert H. Haller
 Phillip Reiler
 Joyce Allen
 Lee Molina

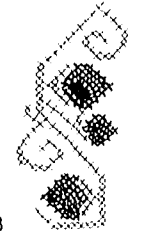
Conservation Commission

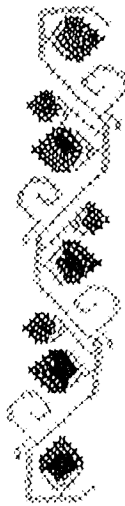
Richard J. Mihm*
 Cynthia Fitton
 Carol Burritt
 Maria Robotham
 Peter M. Stern
 Alan R. Spler
 Robert A. Breen

**Economic Development
Commission**

David H. Lips*
 Bradley E. Northrop
 Harold B. Kent, Jr.
 W. Michael Low

Continued on page 38



**EDC Continued**

John F. Ryan, resigned
 Carol M. Ruff
 Roger A. Everts, resigned
 Walter McGuinness
 Robert Valle

Fence Viewing Committee**

Howard R. Kirck
 Richard Fochl

Fine Arts Commission

Evelyn Prell
 Raymond Hoffenberg
 Rev. Chester Wetzel
 Joan W. Dufford
 Georgia Roberts
 Bebe Dudley
 Corinne Preston
 Nancy Muson
 Robert P. Mercier*
 Doris S. O'Rourke
 April P. Boone
 Lois J. Noonan
 Laurene Cordilico, resigned
 Elizabeth M. Hamilton
 Phyllis L. Tildes
 Lenore Wlodarczyk

Glastonbury Energy Committee

Travis L. Horton*
 William L. McGaw, Jr.
 David C. Smith
 Bruce A. MacLachlan
 Joseph V. Krason
 Paul Benson
 Helen Behrens
 Page 40

Heritage Committee

Jean Greene
 Joyce Strelcher
 Virginia Knox
 Doris Armstead
 Marti Curtiss, resigned
 Marlon H. Richardson
 Madeline P. Schultz*

*Kay T. Moffat
 Patricia P. Atherlay
 Carole Hilton

Historic District Study Committee

Mary Swift
 Charles E. Rignall, resigned
 Ronald A. Forkel
 Charles L. Miller
 Robert B. Titus
 Jeane Greene

Alternates:

Carlene Harris, resigned
 Robert Merritt
 Thomas Theurkauf
 Edward Adams

Housing Code of Appeals

Nelson C.L. Brown
 Richard C. Brown
 Clifford N. Mahoney
 Beverly A. Pitts

Human Relations Commission

Peter Preisner*
 Martin Winer, resigned

Sue Tanner
 Fran Pappas
 Sandra A. Lent
 Margaret B. Boone
 Rafael Papa
 Dorothy Allen
 Dorothy S. Peltzer, resigned
 Joan Pfeffer
 Lav Patel

Incorporators of the Free Academy

Edward Bantley
 Robert L. Henderson
 Robert P. Mercier

Insurance Advisory Committee

Ronald E. Strine
 George A. Clyde
 Robert F. Weingartner
 David B. Canaparl
 Richard A. Fochl
 Raymond C. Dampf
 Charles Smith

Jury Committee

Alice L. Sweetland*
 A. Estelle Flanagan
 Pauline Milich

Parking Authority**

Ruth Dufford
 Raymond C. Brezzo
 William P. O'Connell, Jr.
 Zygmund J. Oracki
 James W. Webb

Personal Appeals Board

Arthur R. Colby, Jr.
 John P. Higgins
 John Kruse
 William J. Faber
 James A. Corcoran

Public Buildings Commission

Herbert W. Behrens*
 Roman Sywak
 Kurt Cavanaugh
 Albert McGrall
 Raymond J. Wisniewski

Public Housing Authority

Inez Hemlock, resigned
 Zelda Lesne
 James F. Noonan*
 Robert R. Googins
 Marianne Porter
 Helen Behrens

Recreation Commission

W. Gilbert Wolf*
 David L. Motycka
 Steven Hinchey
 John R. Gustafson
 Esther R. Derench
 Lynne K. Hazard

Redevelopment Agency

Priscilla Burkhardt*
 Barbara Pond
 Dr. Edward Stewart
 Kenneth P. Smith
 Charles W. Brown

(Redevelopment)

Mary E. Kimball
 Richard A. Katz

Safety Committee

Albert V. Phillips
 Lewis Parker, resigned
 Marilyn Jowdy, resigned
 Steven Jacoby
 Sean O'Rourke, resigned
 Joan K. Corcoran
 Frank Cavanaugh*
 Peter Kronos
 Jane Brown
 Laura Manager

Sewer Commission

Philip J. Berggren*
 Robert L. Mulcahey
 Ronald A. Forkel
 Franklin W. Elchacker
 H. Edwin Overcast
 John J. Vullo, resigned
 George H. Smith, resigned
 Jim Flanagan
 Raymond Dolan

Sidewalk Evaluation & Program Committee**

Bradley Easterson
 William S. Clulow
 Michael J. Vall
 Alda U. Montagna
 Laura Manager
 Amy Grant
 John F. Barrett

**These committees and commissions ceased to function in March, 1983, following a review by special committee.

Town Plan & Zoning Commission

Walter R. Casella*
 Robert W. Jenkins
 Judith Stearns
 William J. Olsson
 Charles C. Greenwald, resigned
 Timothy J. Moriarty
 John Ryan

Alternates:

Jane Nystrom
 B.W. Erk
 John F. Boothroyd, resigned
 Brian McCann

Welfare Advisory Committee**

Nancy Popowics
 Edward P. Tucker
 Joyce Streicher
 Eileen Lader
 Olga DeSpautz

Welles Turner Library Board

Raymond Wille
 Charles E. Rignall, resigned
 Nancy Kent*
 Sandra MacGregor
 Robert Merritt
 Martha A. Poole
 Robin Hellmann

Youth & Family Services Commission

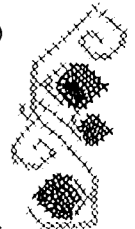
Richard S. LaCroix
 Jullanna Steffens
 Susan Motycka
 James R. McGehan, resigned

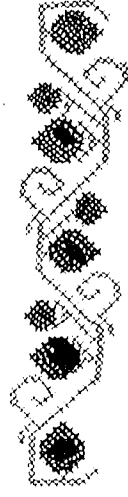
* Chairman ** Vice Chairman

David C. Smith*
 Mary E. Kimball
 Estelle Beckerman
 Raymond J. Dolan, Jr.,
 resigned
 Dana Kubachka
 Frank DiLoretto

ADMINISTRATIVE OFFICIALS

Town Manager: Richard Borden
Asst. Town Manager: Jerry Sitko
Assessor: Leon Jendrzeczyk
Building Official: Bernard Dion
Chief of Police: Frank Hoffman
Civil Preparedness Director: Robert F. DiBella
Community Development Director: Kenith Leslie
Director of Administrative Services: Ted Ellis
Director of Health: Richard Coppa
Fire Chief: Tom Manager
Fire Marshal: Michael Sinsigalli
Highway Superintendent: Edward Carini
Housing Authority Director: William Willett
Library Director: Melissa Coury
Parks & Recreation Director: Richard Johnson
Personnel Administrative Analyst:
 Patricia Speicher Werbner
Public Works Director: Robert Prysby
Purchasing Agent: John Makiaris
Senior Services Coordinator: Beth Johnson
Social Services Coordinator: Diane McCormick
Superintendent of Sanitation: Ralph Mandeville
Tax Collector: Madeline Rettberg (replacing John Croce)
Town Accountant: John Simpson
Town Attorney: William S. Rogers
Town Clerk: Edward Friedeberg
Town Engineer: Joe Cosentino
Youth Services Director: Edward Meincke





TOWN OF GLASTONBURY

GENERAL FUND

STATEMENT OF REVENUES, EXPENDITURES AND OTHER FINANCING
BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 1983

Revenues	Amended Budget	Actual	Excess of Budget Over (Under Actual)
Taxes:			
Current Levy	\$17,202,212	\$17,260,628	\$ 58,416
Penalties, Interest, Fees	95,000	174,943	79,943
Totals	17,297,212	17,435,571	138,359
Licenses and Permits:			
Building Inspector	120,000	162,756	42,756
Town Clerk	7,000	7,385	385
Public Works	3,000	3,896	896
Health	2,500	3,695	1,195
Totals	132,500	177,732	45,232
Intergovernmental Revenue:			
In Lieu of Taxes:			
Housing Authority	17,500	17,500	
Elderly Housing	4,400	2,487	(1,913)
State of Connecticut Inventory:	12,768	11,868	(900)
Manufacturing Merchant	54,438	54,438	
Elderly Exemptions	44,782	44,782	
Disability Exemptions	94,500	68,248	(26,252)
Circuit Breaker	2,100	1,861	(239)
Boats	32,500	35,476	2,976
	13,500	13,372	(128)
State Health Grant	4,855	4,900	45
State Library Grant	1,500	3,016	1,516

Education:			
Special Education (PA 792)	577,167	558,735	(18,432)
Adult Education	2,500		(2,500)
Equalization Aid Grant	1,962,225	1,967,712	5,487
Transportation	148,575	161,089	12,514
Vocational Education	51,400	66,450	15,050
Hartford-Project Concern	30,000		(30,000)
Gifted Grant	10,620		(10,620)
Placement Grant	6,050	23,428	17,378
School Construction:			
Academy Junior High	23,053	23,053	
Hopewell	22,436	22,436	
Eastbury Addition	16,157	26,373	10,216
Gideon Welles Junior High	67,553	110,768	43,215
Naubuc and High School	22,474	22,336	(138)
Public Safety:			
Civil Preparedness	750	600	(150)
State Fire Service	1,000	706	(294)
Human Resources:			
Title XX			
Social Services Grant			
State General Assistance	30,000	43,681	13,681
State 100%			
General Assistance	5,000	4,499	(501)
Dial-A-Ride Grant	12,700	9,874	(2,826)
YFSB State Grant	13,500	14,286	786
Totals	3,286,003	3,313,974	27,971
Charges for Services:			
Planning and Zoning			
Town Clerk:	9,500	11,053	1,553
Recording Fees	45,000	74,586	29,586
Conveyance Tax	60,000	92,009	32,009
Education:			
Community Services	8,800	9,800	1,000
Public Works:			
Refuse Dumping Fees	6,000	3,108	(2,892)
Sewer Inspection Fees	5,000	6,128	1,128
Parks and Recreation:			
Swimming Fees	25,000	21,141	(3,859)
Program Fees	75,000	97,607	22,607
Public Safety:			
Court Fines			
Special Detail	35,000	56,965	21,965
Health Soil Tests	1,500	8,191	6,691

Human Resources:			
Nutrition Program	4,200	5,268	1,068
Social Services Refunds	2,000	353	(1,647)
Board of Education Contract	8,000	5,561	(2,439)
Library Fines	<u>13,000</u>	<u>14,936</u>	<u>1,936</u>
Totals	<u>298,000</u>	<u>406,706</u>	<u>108,706</u>

Other Revenues:

Administrative Services:			
Interest Earned on Investments	700,000	532,992	(167,008)
Land Sales and Rentals	500	1,670	1,170
Miscellaneous	15,000	28,107	13,107
Education:			
Student Activities	4,000	3,933	(67)
Miscellaneous	3,000	8,942	5,942
Tuition-Other Towns	32,703	16,952	(15,751)
Education—Vo-Ag Tuition	75,600	78,308	2,708

Public Works:

Refunds and Sales	2,600	4,739	2,139
Refuse Recycling Sales	30,000	13,994	(16,006)

Public Safety-Police

	9,000	7,292	(1,708)
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Human Resources:

Fine Arts	4,000	3,554	(446)
YFSB Programs	4,600	9,728	5,128

Library:

Trustee Account	23,000	18,598	(4,402)
Miscellaneous	500	307	(193)

Totals

	<u>904,503</u>	<u>729,116</u>	<u>175,387</u>
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Total Revenues

	<u>21,918,218</u>	<u>22,063,099</u>	<u>144,881</u>
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Expenditures**General Government:**

Town Council	48,817	46,865	1,952
Board of Finance	2,900	1,720	1,180
Town Manager	163,079	160,318	2,761

Totals

	<u>214,796</u>	<u>208,903</u>	<u>5,893</u>
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Community Development:

Community Development	94,725	90,538	4,187
Building Inspection	125,618	123,784	1,834
Town Planning and Zoning	7,300	7,280	20
Conservation Commission	3,550	2,773	777
Economic Development	2,075	1,541	534
Commissions/Committees	1,750	1,206	544

Totals

	<u>235,018</u>	<u>227,122</u>	<u>7,896</u>
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Public Safety:

Police	1,576,875	1,570,997	5,878
Fire	304,813	286,083	18,730
Civil Preparedness	8,025	7,503	522
Volunteer Ambulance	7,422	7,390	32

Totals

	<u>1,897,135</u>	<u>1,871,973</u>	<u>25,162</u>
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Administrative Services:

Administration and Finance	134,024	133,428	596
Accounting	53,365	52,907	458
Tax Collector	100,129	96,689	3,440
Assessor	77,472	76,918	554
Town Clerk	82,137	78,084	4,053
Probate Court	3,118	2,741	377
Town Attorney	119,400	118,091	1,309
Registrars	33,134	31,716	1,418
Insurance and Bonds	1,000,000	1,000,000	
Pension Plans	519,573	469,593	49,980

Totals

	<u>2,122,352</u>	<u>2,060,167</u>	<u>62,185</u>
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Health:

Health	95,431	94,135	1,296
Visiting Nurse Association	34,000	34,000	
Mental Health Services	973	973	

Totals

	<u>130,404</u>	<u>129,108</u>	<u>1,296</u>
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Human Resources:

Social Services	121,866	118,555	3,311
Youth and Family Services	173,090	166,894	6,196
Senior Services	71,847	67,637	4,210
Commission on Aging	299	175	124

Totals

	<u>367,102</u>	<u>353,261</u>	<u>13,841</u>
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Parks and Recreation:

Fine Arts Commission	5,700	4,940	760
Parks and Recreation	621,712	599,468	22,244

Totals

	<u>627,412</u>	<u>604,408</u>	<u>23,004</u>
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Libraries:				
Welles-Turner			332,612	5,140
South Glastonbury	337,752	3,000	3,000	
East Glastonbury	3,500	3,500		
Totals	344,252		339,112	5,140
Public Works:				
Engineering	376,755		370,083	6,672
Streets and Drains	1,242,604		1,136,299	106,305
Vehicle Maintenance	278,495		270,231	8,264
Public Buildings	356,970		330,516	26,454
Water Pollution Control	470,104		465,278	4,826
Refuse Disposal	333,103		140,660	192,443
Sewer Commission	12,475		11,496	979
Totals	3,070,506		2,724,563	345,943
Bonds and Interest:				
General Town	44,700		44,700	
Education	542,860		542,860	
Sewer	394,855		394,855	
BAN Interest	52,648		52,648	
Totals	1,035,063		1,035,063	
Contingency	16,529		2,823	13,706
Total General Town	10,060,569		9,556,503	504,066
Board of Education:				
Instruction	7,601,456		7,530,615	70,841
Support Services:				
Instruction	2,179,618		2,121,057	58,561
Operations	2,133,167		2,030,386	102,781
Community Services	154,378		149,197	5,181
Fringe Benefits	1,190,800		1,174,040	16,760
Total Board of Education	13,259,419		13,005,295	254,124
Total Expenditures	23,319,988		22,561,798	758,190
Deficiency of Revenues Over Expenditures	(1,401,770)		(498,699)	903,071
Other Financing Sources (Uses):				
Operating Transfers-In:	570,000		447,241	(122,759)
Federal Revenue Sharing				

Sewer Operating Fund	500,763	444,557	(56,206)
Sewer Sinking Fund	163,091	165,469	2,378
Town Deposit Fund	500	8,234	7,734
General Fund Open Cash	200,000	356	(200,000)
Library Trust			356
Totals	1,434,354	1,065,857	(368,497)
Operating Transfers-Out:			
Reserve Fund for Capital and Nonrecurring Expenditures	761,126	761,126	
Dog Fund	6,500	6,500	
Totals	767,626	767,626	
Total Other Financing Sources (Uses)	666,728	298,231	(368,497)
Excess (Deficiency) of Revenues and Other Financing Sources Over Expenditures and Other Uses	\$(735,042)	\$(200,468)	\$534,574

**TOWN OF GLASTONBURY GENERAL FUND
COMPARATIVE BALANCE SHEET JUNE 30, 1983**

ASSETS		
	1983	1982
Cash and Short-term Investments	\$1,426,428	\$1,942,953
Cash—Restricted for Developers Deposits	707,125	618,005
Due from Other Funds	160,677	106,649
Property Taxes Receivable	770,412	663,148
Inventory	136,908	117,578
Prepaid Expenses	742	190
Miscellaneous Receivables	56,708	57,998
Mortgage Receivable	4,413	
Total Assets	\$3,263,413	\$3,506,521

LIABILITIES AND FUND EQUITY

Liabilities:		
Cash overdraft	\$ 628,273	\$
Accounts Payable	387,883	670,373
Due to Other Funds	61,453	284,881
Sales Taxes Payable	562	387
Due to Developers for Escrow Deposits	707,125	641,755
Deferred Revenues	622,311	618,844
Property Taxes Collected in Advance	27,917	261,924
Total Liabilities	2,435,524	2,478,164
Fund Balance:		
Reserved for Encumbrances	488,862	89,852
Designated for Uncollected Taxes	42,406	44,305
Designated for Subsequent Year's Budget	200,000	200,000
Designated for Tenative Managerial Plans and Intent	66,949	49,011
Undesignated Fund Balance	29,672	645,189
Total Fund Balance	827,889	1,028,357
Total Liabilities and Fund Equity	\$3,263,413	\$3,506,521



Recommendations from the Auditor

General Fund

1. During the course of our audit, we noted that paid invoices are not canceled or marked paid. However, a copy of the check is attached. In order to avoid duplicate payment of invoices, we recommend that all invoices paid be stamped paid or canceled. Also, the signature of the person approving the payment should be on the invoice.

2. We had difficulties in tracing activity through the Town's workpapers. We recommend that activity from cash receipts and cash disbursements registers be posted separately and then any necessary adjustments be made.

3. We noted that the handling and depositing of cash receipts is done by the same person who prepares the cash and bank reconciliations. We suggest that in order to improve internal control over cash receipts, the Town segregate the functions of cash receipts, bank deposits and reconciliations.

4. During our examination of bank reconciliations for the General Fund, we noted several old outstanding reconciling items. We recommend the following to improve internal control over cash accounts.:

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A. Bank reconciliations be prepared monthly, on a timely basis.

B. Bank reconciliations be reviewed periodically by someone other than the preparer.

C. Any reconciling items be adjusted on a timely basis.

5. The computer programs presently being used by the Town and Board of Education should be reviewed to enhance random access capabilities to various accounts. We recommend that these programs be reviewed to allow a reduction in the amount of detailed reports and computer time presently being generated.

6. In some instances, the monthly reports combine several general ledger accounts. This makes it difficult to trace to totals from the monthly reports to the detailed general ledger. We recommend that the preliminary monthly reports all accounts as they appear in the general ledger.

7. Currently, all petty cash checks are issued in the name of the Town Accountant who cashes the checks and gives the money to the various departments. We recommend that these checks be clearly marked petty cash and be issued in the department head name or fund custodian name.

Board of Education

1. We noted that the expenditures of the Board of Education are not reconciled during the year with the Town's records. We recommend these records be reconciled periodically to assure accurate and timely year end reports.

2. The Board of Education does not maintain a control log of items requiring bids. We recommend that each item requiring a bid be assigned a bid number. A control log should be maintained indicating the bid number, bid opening date and description of item.

Student Activities Funds

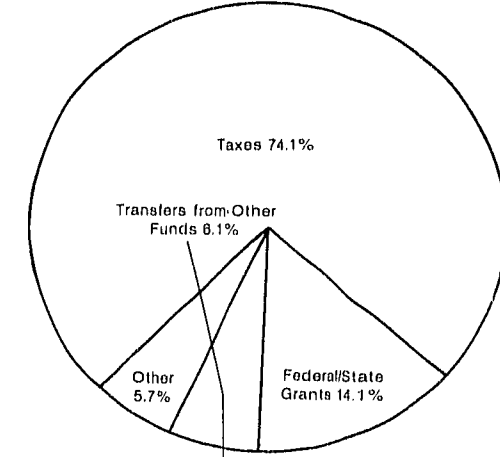
We noted that several disbursement requests submitted to the fund custodian lacked the proper authorization and supporting documents. We recommend that disbursement requests be in accordance with procedures already established for Student Activity Accounts.

School Cafeteria Fund

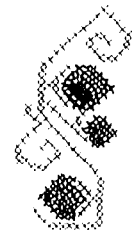
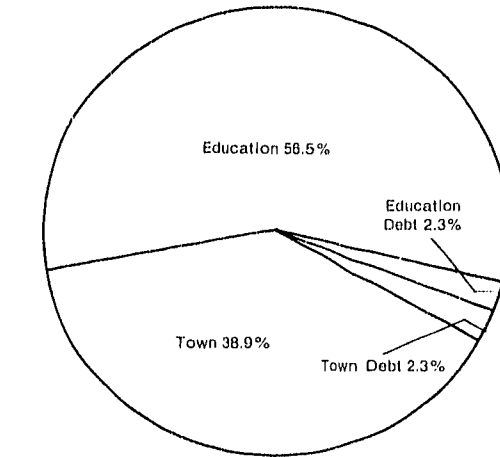
Cash. In performance of our examination, we noted that cash receipts from a la carte sales were not adequately controlled. We recommend that a more detailed accounting for a la carte receipts be maintained in order to establish control.

Budwitz & Meyerjack
Certified Public Accountants

The tax dollar: where it comes from



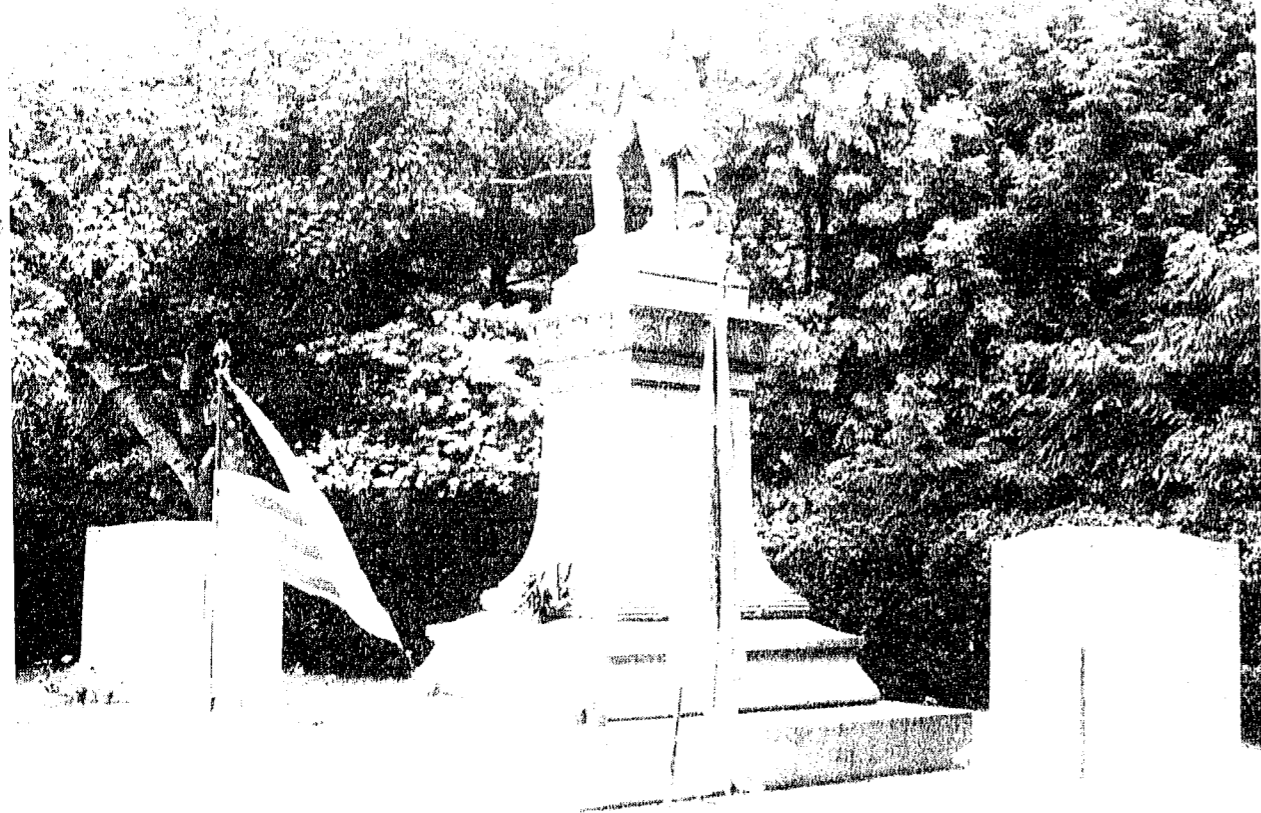
...and where it goes



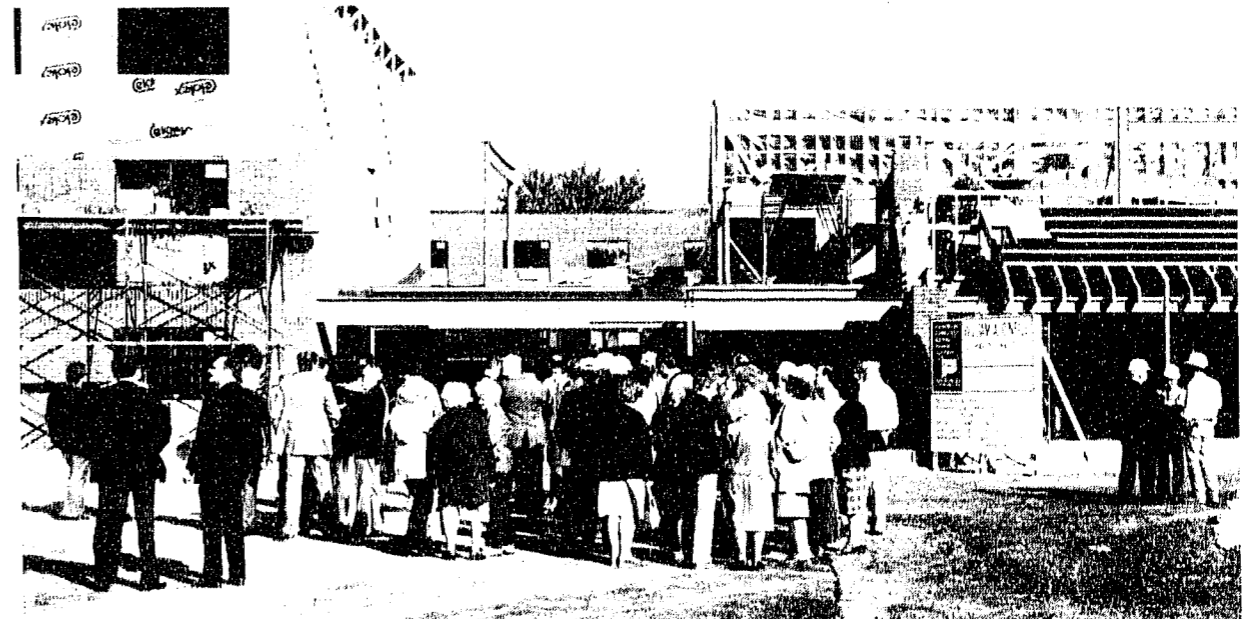
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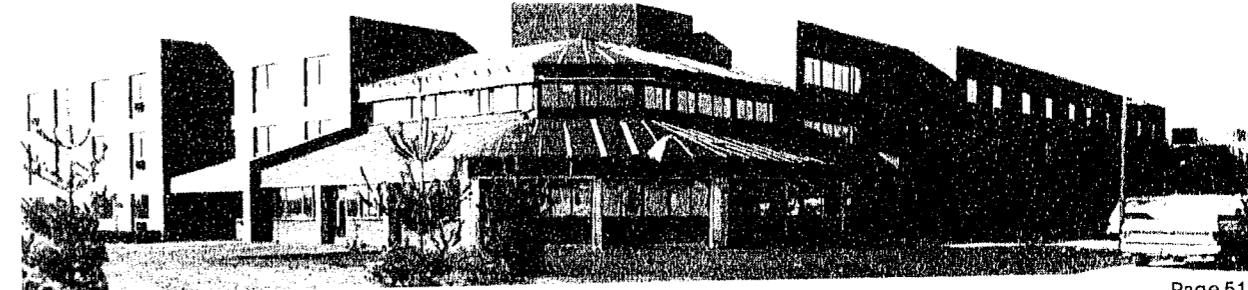
Highlights Around Town



Through the efforts of the Veterans' Service Commission and a number of generous individuals and businesses, two new monuments were dedicated Memorial Day at the Town Green. The two new stones were placed in recognition of local veterans of the Vietnam and Korean Conflicts.



Naubuc Green — Interfaith's subsidized housing facility for the elderly and handicapped — was the site of official ceremonies and reached completion during the year. The town's participation included money for purchase of the land through a Community Development Block Grant and a tax abatement program.

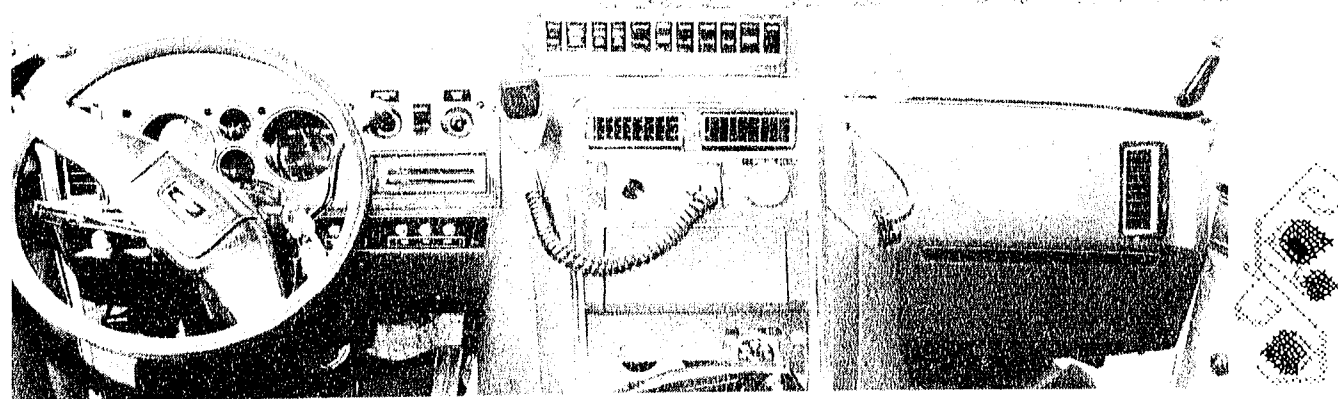


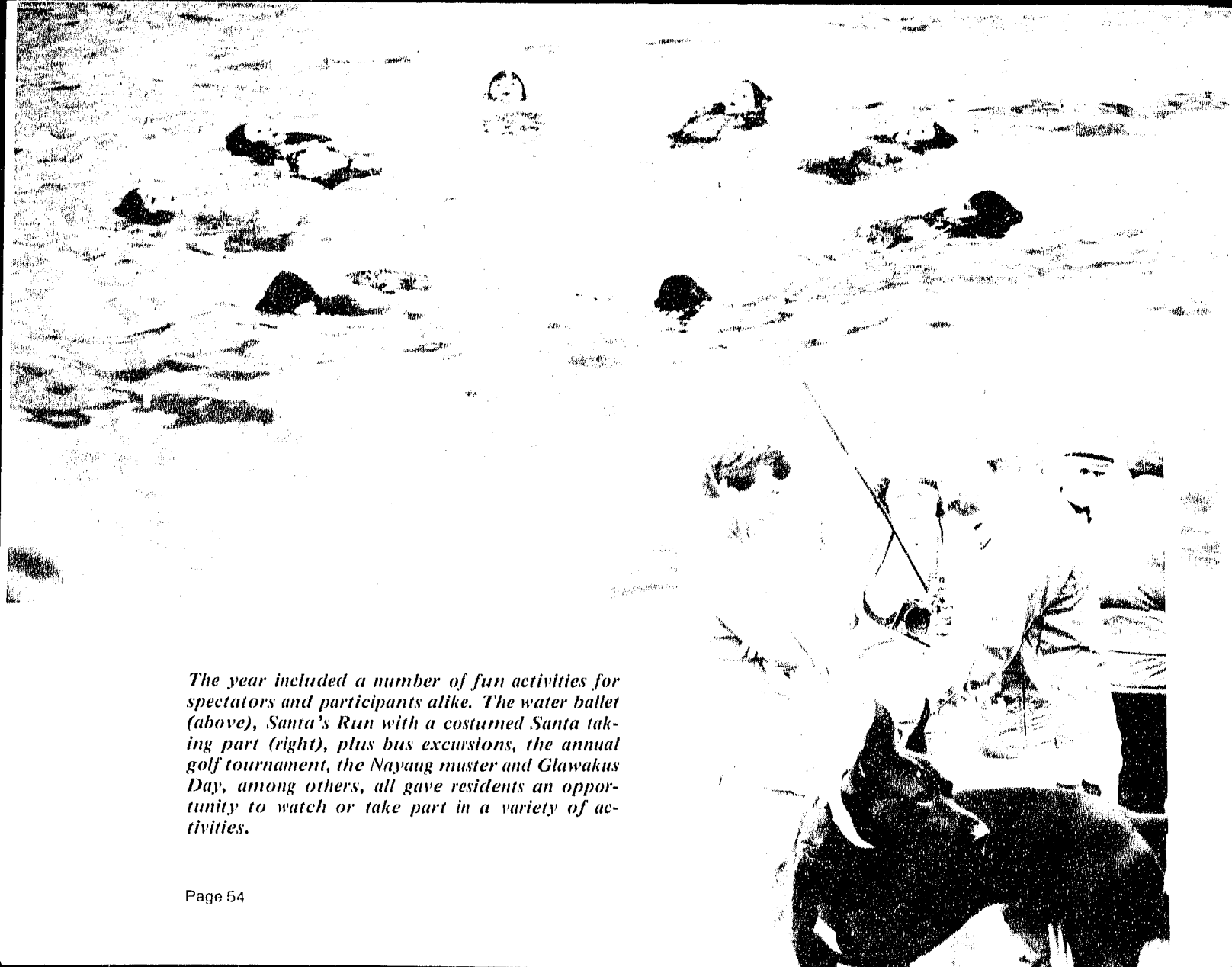


The Art Guild 'On the Green' show (above, with Council member Sonny Googins and artist Gloria Mahoney) and the Historical Society's antiques show (left) drew thousands of people to the Town Green from all over New England. The green was also the site of band and other concerts and, in between the big events served as a quiet place to read, to toss a frisbee around or to play a game or two of volleyball.

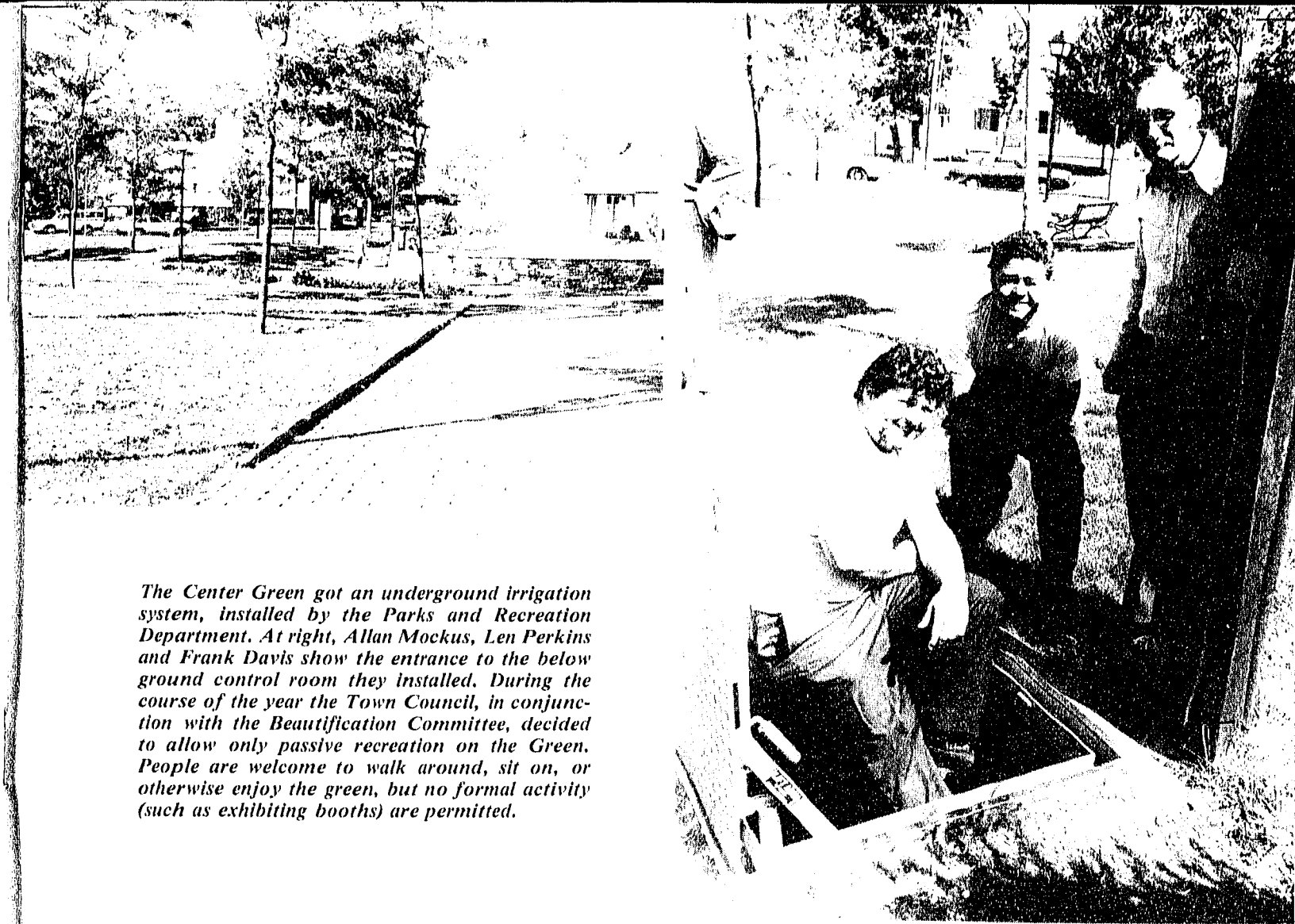


Doug Blake, center, may have saved the Citizens Bank building when — spotting a car on fire at a drive-in window — he rushed across the street and pushed the car out of the slot into the open. In thanks, the bank presented him with an award and the fire department (whose quick response completed the rescue) with new gas masks. Fire Chief Tom Manager, bank board chairman Charles Monzeglio, fireman Tony Pagliughi and bank president Randy Stewart took part in the presentation ceremonies. Below, a new ambulance was added to the Glastonbury Volunteer Ambulance Corps' stock. The interior panel is designed for easy access and includes the telephone handset for C-Med radio.





The year included a number of fun activities for spectators and participants alike. The water ballet (above), Santa's Run with a costumed Santa taking part (right), plus bus excursions, the annual golf tournament, the Nayaug muster and Glawakus Day, among others, all gave residents an opportunity to watch or take part in a variety of activities.



The Center Green got an underground irrigation system, installed by the Parks and Recreation Department. At right, Allan Mockus, Len Perkins and Frank Davis show the entrance to the below ground control room they installed. During the course of the year the Town Council, in conjunction with the Beautification Committee, decided to allow only passive recreation on the Green. People are welcome to walk around, sit on, or otherwise enjoy the green, but no formal activity (such as exhibiting booths) are permitted.

Telephone Directory

Fire and Police Emergency—911

For those residents not having a 633 telephone prefix,
the numbers are Fire Emergency—633-9421 Police Emergency—633-9411

Call the:

Administrative Services
Assessor
Building Inspector
Civil Preparedness
Community Development
Director of Health

Dog Warden
Glastonbury Housing Authority
Highway Superintendent
Parks Superintendent
Police Department
Probate Court

Public Works
Parks & Recreation Director
Recreation Answering Service
Redevelopment Agency
Registrars
Senior Services (see page 15)
Social Services
Superintendent/Sanitation Department
Superintendent of Schools
Tax Collector
Town Clerk

Town Manager
Visiting Nurse Association
Welles-Turner Library
Youth and Family Resources

For Answers on:

Bills & Accounts, Purchasing
Property Assessments
Building Permits
Natural Disaster
Town Planning
Public Health Matters—
Applications for Burning
Dog and Animal Problems
Public and Elderly Housing
Street/Road Maintenance, Snow Removal
Parks/Public Grounds/Tree Problems
Public Safety
Estates, Conservatorships, Guardianships,
Trustees, Adoption, Marriage Waivers,
Weddings, Passports
Engineering and Drainage
Parks & Recreation Activities
Scheduled Events
Urban Renewal
Voting. If no answer, call Town Clerk

Welfare and Relief Programs
Sanitary Sewers, Treatment Plant, Landfill
Schools and Education
Taxes
Birth & Death Certificates, Property Deeds
Fishing/Hunting/Dog Licenses, Elections,
Voting Registration,
General Administration, Personnel
Public Nursing and Clinics
Library Services
Family Counseling and Youth Activities

Phone

659-2711
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This report has been compiled with the help of an advisory committee: Rita Borden, Barbara Pond and Tink Henderson. Patricia Speicher Werbner and Yolanda O'Lenick of the Town Manager's staff have served as project coordinators. The photographs have been made available through the courtesy of The Glastonbury Citizen. The information has been supplied by departments, boards and commissions. Publication of the town report is required by Section 607 of the Town Charter.

