

ANNUAL REPORT 1988-1989

Glastonbury, Connecticut

WITH THANKS TO MANY...

The Town of Glastonbury dedicates this year's annual report to the fine cadre of citizen volunteers who serve on the many Boards and Commissions. In addition, we are fortunate to have many other community spirited citizens who also serve on adhoc committees and special community projects, such as alcohol and drug abuse prevention and education, land acquisition and special town events.

It is with sincere appreciation that the Town acknowledge with gratitude the contributions of our most valuable resource — citizen volunteers.

On the cover of this year's annual report is a reproduction of a water color of the Glastonbury-Rocky Hill Ferry by South Glastonbury Artist Dave Magee, who has donated the use of the painting.

The painting is especially meaningful to Mr. Magee because so many people have enjoyed it and the beautiful view it portrays.

TABLE OF CONTENTS

REPORT FROM THE TOWN MANAGER	1	Senior Services	32
REPORT FROM THE TOWN COUNCIL	2	Commission on Aging	33
LEGAL SERVICES	5	Glastonbury Housing Authority	34
Report from the Probate Court	5	Youth and Family Resources	36
Report from the Town Attorney	6	HEALTH DEPARTMENT	38
COMMUNITY DEVELOPMENT	8	Environmental Health	38
Town Plan and Zoning Commission	8	Preventable Disease	38
Community Beautification Committee	9	Health Education	38
Building Inspection Department	9	FINE ARTS COMMISSION	39
Construction Activity Report	10	PUBLIC WORKS	39
Summary of Building Activities	11	Public Works/Town Engineer	39
Building Board of Appeals	13	Water Pollution Control Authority	41
Housing Code of Appeals Committee	13	Public Buildings Commission	43
Zoning Board of Appeals	13	PUBLIC SAFETY	44
Conservation Commission	13	Motor Vehicle Accident/Enforcement Action Statistics	44
ZBA Summary of Action	14	Commendations and Complaints	45
Historic District Commission	16	Substance Abuse	45
Economic Development Commission	18	Citizens Police Academy	46
Strategic Planning	18	Community Service Offices	46
HUMAN SERVICES	19	Communication System Update	47
Welles-Turner Memorial Library	19	Test Vehicles	47
East Glastonbury Public Library	20	Off Road Enforcement	47
South Glastonbury Public Library	21	EMS Committee	48
Parks and Recreation	22	Crime Prevention Activities	48
Administration	22	Business Emergency Notification Update	48
Recreation	23	Microfilming	49
Structured Recreation Activities	25	Women's Assault Prevention Program	49
Unstructured Activity	27	Public Safety Corner	49
Parks	27	Benefit Hockey Game	49
Recreation Commission	30	Glastonbury Police Benevolent Association	49
Social Services Department	31	Civil Preparedness	49
Human Relations Commission	32		

TABLE OF CONTENTS

FIRE COMMISSION	50	Statement of Revenues, Expenditures, and Changes in Fund Balance	70
FIRE MARSHAL'S OFFICE	50	Combined Statement of Revenues, Expenditures, and Changes in Fund Balances	72
Responsibilities	51	General Fund Comparative Balance Sheet	73
Statistics	52	TOWN OFFICIALS	74
Investigations	52	Elected	74
Notifications	52	Appointed	74
Field Activities	53	Meeting Schedules	78
Office Activities	53	TOWN ADMINISTRATION	80
FINANCIAL ADMINISTRATION	53	Organizational Chart	81
Administration	53	Telephone Directory	82
Purchasing	54		
Data Processing	54		
Insurance Program	54		
Board of Finance	55		
Property Assessment	55		
Collector of Revenue	56		
Board of Tax Review	57		
Town Clerk	57		
Registrars of Voters	58		
BOARD OF EDUCATION	60		
AUDITORS' STATEMENT	61		
General Government	62		
Pension Funding	62		
Sewer Operating Fund	62		
Board of Education	63		
Accounting Records - Balancing	63		
Duplicate Payments	63		
Information required by the State of Connecticut Office of Policy and Management	63		
Glastonbury Combined Balance Sheet	64		
Glastonbury Capital Projects Fund	66		

REPORT FROM THE TOWN MANAGER

Fiscal year 1988-1989 brought about some slow down in development activities. Although residential work slowed, commercial construction remained very strong, especially at Somerset Square. Our Grand List growth will be less this year than the previous two years of record growth, however, it should be stronger than many area towns and will help to offset some of the difficult cost increases all communities are facing.

I would like, at this point, to highlight some of the significant activities and accomplishments of the past year, as follows:

Richard S. Borden Jr., Town Manager



- A. A \$2,135,000 project approved by referendum to renovate and expand Fire Companies No. 3 and No. 4 moved forward.
- B. A \$2,000,000 Land Acquisition Fund to enable us to acquire open space was approved at a town-wide referendum by a handsome margin.
- C. Design was completed and all necessary approvals secured to allow construction of forty-five (45) units of congregate housing behind the Police Station to proceed to construction.
- D. In March 1989, the Engineering Department was reorganized. The Director of Public Works, S. Robert Pryzby, assumed the additional duties of Town Engineer and Mr. Chester Hamlin, Civil Engineering Supervisor, was promoted to Superintendent of Engineering. The organizational change has enabled us to provide engineering supervision at a lower cost.
- E. On October 8th, a twenty-fifth anniversary celebration of the dedication of the acquisition of J. B. Williams Park was held. Many of the conservation folks who were involved twenty-five years ago were on hand for the re-dedication ceremonies.
- F. A new 800 MhZ high band police radio system was installed. The new state-of-the-art

equipment has greatly improved police communication capabilities.

- G. On Saturday, April 29th, with the help of the League of Women Voters and other volunteers, Mr. Michael Bisi, our Sanitation Superintendent, headed up a town-wide hazardous waste collection. The program again this year was most successful, with thousands of gallons of toxic materials being collected and sent to an environmentally safe disposal facility.
- H. The waste treatment plant dike project was bid in May with a local contractor, Bill Dufford, giving us the low bid of \$804,000, approximately \$100,000 lower than the engineer's estimate. We also received additional financial good news on this project. By applying under an alternate grant program, we received a supplemental grant bringing our total State funding for this project to \$540,000, approximately double the amount of the grant that would have been received under the earlier proposal.
- I. Near the close of the fiscal year in June, we conducted a town-wide appliance pickup for our residents. One hundred forty-three (143) appliances were picked up which totalled over eleven tons of scrap metal that was disposed of.

The citizens of Glastonbury are always invited to visit our facilities and to offer comments and suggestions. We do hope you will enjoy reading about your town's activities throughout this report.

The members of the administrative staff and I would like to take special note here of the long hours of volunteer service that are provided by our elected officials and members of various boards and commissions. The assistance and advice of these people is invaluable to us in conducting the town's affairs.

Richard S. Borden, Jr.
Town Manager

REPORT FROM THE TOWN COUNCIL

After a decade on the Glastonbury Town Council, I'm too much of a realist to declare that "All is well in Camelot," yet enough of an optimist to believe that we are prepared for the challenges of the nineties!

Our population approaches 30,000 and our Grand List surpassed the billion dollar mark. Major facilities are being built or renovated and others, such as schools and library, await public referenda. We know that today there are no simple problems or projects and fewer simple answers for those challenges.



Sonya F. Googins, Town Council Chairperson

Despite economic and growth pressures, Glastonbury remains a beautiful town, with hundreds of people helping to meet the future. My optimism exists because the public is involved in great numbers, not only on the volunteer boards and commissions who serve without financial compensation, but grass roots efforts as well.

For example, citizen initiated charter changes now permit a referendum on the budget; Strategic

Planning sub-committees work to reconfirm critical town issues; citizen requests caused excavation and mining regulations to be changed; businesses and private citizens organized a fund for planting trees on Main Street; parents and teachers erected playscapes at our schools; one service organization underwrote anti-drug programs while another expanded facilities at J. B. Williams Park. A newly appointed Tercentennial Committee will plan our 1993 celebration to honor three hundred years of Glastonbury history. Public forums on land management and affordable housing were well attended. At public hearings citizens supported open space purchases using funds approved the previous year. Affordable housing advocates supported initiatives which resulted in changed regulations, establishing a Fair Rent Commission and participation in the Capital Region Housing Compact and Housing Partnership.

Now for reality! The reduction of Federal and State financial support places pressure squarely on home owners. We're feeling the pinch as we strive to maintain all town services and provide a quality education to this generation of children, and curtail spending.

Our sound financial condition and excellent credit rating testify to careful management, but insurance, employee contract settlements and recycling all contribute to the need to raise taxes. This particularly impacts those with fixed incomes and our young families. Fewer acres remain of

commercial zones, income from which mitigates the need to increase taxes. Protection of our environment, solid waste removal and recycling are thorny and costly problems. Each ton of trash hauled away from our homes and transfer station now cost \$45 per ton. Furthermore, we face a 1991 State mandate to recycle 25% from our waste stream that will ultimately cost citizens either through taxes or user fees.

Finally, we know that new problems will always replace the old. A community can overcome these too when we work together to be good architects for the future. Legislators, volunteers



Glastonbury Town Council 1988/89

Front Row: William Constantine, Sonya Googins, Chairman, Thomas Gullotta, Martha Pinney, Michael Lepore
Back Row: Charles Monaco, Patricia Low, Robert Jenkins, Paul Munns, Paul Nye

and our excellent professional staff must continue to build on solid ground, use good technical skills and common sense while keeping our goals in view.

It continues to be a privilege and honor for me to have served with my council colleagues who give their unselfish, non-partisan best to meet our community's challenges. I thank them and the citizens of Glastonbury for the opportunity to serve as Town Council Chairman of the town we all love.

Sonny Googins
Chairman

LEGAL SERVICES

Report from the Probate Court

On January 8, 1975 the Probate Court, District of Glastonbury, became a reality. Our reports over the ensuing fourteen years have been more or less repetitive. That this is so reflects the repetitive nature of the work of the court. The greatest changes during those years have been in the amount of administrative detail required to be furnished to the State Probate Court Administrator and the amount of time required in handling non-decedent matters.

Decedent estates continue to be the primary business of probate courts. But the problems of incapable persons - minors, mentally or physically incapacitated, mentally retarded - increasingly require more and more time. As more and more families encounter difficulties in coping with such situations, they increasingly seek the assistance of the probate courts and other State and local agencies. Many situations require the involvement of the police departments, social service departments, school counselors, and hospital staffs.

Requirements for the maintenance and protection of the records of the individual courts have been strengthened. So also have requirements for reporting details of cases and individual court administration to the State Probate Court Administrator.

All of these increased demands equate to an improved probate court system which, we believe, is providing the services our community seeks. While the normal public hours continue to be from 12:00 noon to 4:00 P.M., anyone needing the services of the court may call the court at any time. The telephone number is 633-3723. The court offices are located in the lower level of the Town Hall at 2155 Main Street, Glastonbury.

Donald F. Auchter, Probate Judge



Report from the Town Attorney

Taking a look back on the past year and casting a critical eye upon the most significant legal controversies with which the Town and Town attorneys were confronted, a reasonable, rational person would have to ask "Why did this happen?" or, "How did these situations develop?". As we all struggled through the 1980's, we found ourselves asking these questions more and more often. The short answer is that people aren't always reasonable and rational. In fact with increasing frequency, more and more people are

William Rogers, Town Attorney



downright unreasonable and irrational. Lest that observation be criticized as an overstatement, we hasten to also observe that most if not all litigants believe that they are quite reasonable and peerlessly rational. That is why the courts are overloaded with cases. Here are some prime examples.

When Whit Osgood applied for a permit to build one house on a ten acre parcel located on the abandoned portion of Dayton Road, he could not have in his worst nightmare imagined that he would end up in the Connecticut Supreme Court. But there he is, along with the Town Plan and Zoning Commission which granted his apparently routine application. The abutting owners of some 100 acres of surrounding woodland appealed from the TPZ decision to the Superior Court, claiming that there was something unreasonable and illegal about Osgood's desire to build a home there and the TPZ's decision to allow it. The Superior Court dismissed the appeal, after lengthy court proceedings and a hearing. Was it over? No way. The appellants appealed to the Appellate Court, and the Supreme Court has taken the case. Osgood is understandably bewildered and upset. So are we. The Supreme Court will eventually answer all of our questions.

So it also is with the Town's Request for Declaratory Ruling before the Freedom of Information Commission involving an "adult citizen", as he is described in his appeal to the Superior Court. The FOIC granted the town's

request to restrain further misuse of the Freedom of Information Act and the continued harassment of town officials. After recognizing a ten year history of abuse and harassment, the FOIC described the situation as follows:

"Based on the entire record in this matter, however, it is the commission's opinion that the applicant (Town) faces a situation that constitutes such perverse twisting of the intent and purpose of the FOIC, and that is so intolerable in the extreme, as to require remedy."

"Similarly, the commission finds that many of Mr. Mozzochi's records requests and FOI complaints were constructed in such a way as to harass his self-made or perceived enemies in Glastonbury and to cause the multiplication of administrative claims or litigation in order to harass them. Indeed, he has created a history of abusing the processes and personnel of a municipal government that in degree is unique in the commission's nearly 15 years of experience in enforcing the FOI Act. This, quite emphatically, is not a situation in which an eccentric citizen has made records requests that a town finds burdensome to fulfill. See *id.* at 1253. The commission finds it is part of a deliberately contrived plan by Mr. Mozzochi to make the work of certain Glastonbury officials so difficult or unpleasant that they will either resign or no longer oppose his interests."

That decision has been appealed on the alleged grounds that the FOIC action was, among other claims, arbitrary, unreasonable and beyond its powers. The FOIC and the town expect to show that this action was necessary, justifiable and well within its powers under the State statutes. Again, the court will be called upon to decide what is reasonable and rational and perhaps answer the questions that were asked at the start of this report.

Protection of the environment, preservation of the surrounding neighborhood and the assertion of owners' development rights came into conflict in the Red Hill, Stockade Road, and Old Maids Lane - South Glastonbury mining operations. Although the Red Hill Coalition was disappointed in its appeals, the Conservation Commission and the town's environmental staff has taken the initiative to monitor and control that development so as to prevent harm to the surrounding features.

The Stockade Road problem remains an apparent stalemate, with a cease and desist order halting development in force, but a developer's lawsuit brought to assert their claims that the town's actions were unreasonable and confiscatory.

The South Glastonbury excavation - mining controversies began with the town's legal action to halt some of the traffic on Old Maids Lane; continued even after the TPZ amended and

tightened the town's excavation ordinance; and finally was decided by voters in a petition - referendum to halt, in effect those operations. While the proposed restrictive ordinance did not pass, all parties have expressed the willingness to work together on this highly emotional situation.

Putting aside those controversies, this report will end on a very positive chord. We did have the distinct pleasure to be involved with the completion of the acquisition of the Danskin property, during which everyone concerned was not only reasonable and rational, but enthusiastic.

William Rogers
Town Attorney

COMMUNITY DEVELOPMENT

The Community Development Department is responsible for the management of the many activities related to land use and development. Specific activities include planning, zoning, plans review, building and site inspection, environmental planning and protection, and economic development. Principal staff services are provided to several boards and commissions including the Town Plan and Zoning Commission, Conservation Commission, Economic Development Commission, and Town Council.

During the year, development activity lessened somewhat as the regional economy slowed and



Kenith Leslie, Community Development Director

demand for new and existing housing diminished. The rate of development now appears to be settling back to a more normal pace following rapid development during the mid-1980's.

Town Plan and Zoning Commission

This commission is a nine member board consisting of six regular and three alternate commissioners. It is appointed by the Town Council to carry out various statutory duties

concerning land use and residential, commercial, industrial, and public development in the community.

The commission is responsible for consideration of and action on applications concerning the above as well as excavations, flood permits, sign permits, and review and revision of the Town Plan of Development which is a guide used by it and the Town Council in considering zoning matters. The commission plays an advisory role to the Town Council on zoning issues and public improvements.

During the past year the Town Plan and Zoning Commission continued its strong advocacy of need for affordable housing in the town. It gathered community input and issued to the Town Council recommended changes to the regulation covering excavations. It also embarked on an in-depth review of subdivision regulations with a mission statement to revise such regulations to encourage development which will minimize the overall impact on a given parcel of land.

Community Beautification Committee

The committee continues to work with the Parks Department to improve the appearance of the town with plant materials. Annuals were planted in the center; a flower bed was designed and planted at the Ferry Landing. Overgrown

shrubbery was removed from the grounds of the Board of Education building and re-landscaped with laurel, rhododendron and birch and dogwood trees. Large potted plants were placed near the entrance inside the Town Hall. Landscape plans were completed for two fire houses.

Two members of the committee are members of the Trees On Main, Inc. Board to fund and plant trees on reconstructed Main Street. Working with the Office of Community Development, the committee reviewed site plans for proposed construction requiring design review.

Building Inspection Department

The Building Inspection Department receives applications and maintains records for the Zoning Board of Appeals and Building Board of Appeals. In addition, the Building Official is the Chairman of the Housing Code of Appeals Committee.

During the past year, the department issued 2,219 permits, 330 certificates of occupancy and conducted 3,060 inspections to ensure structural and fire safety and adequacy of electrical, heating and plumbing systems.

Complaints concerning the building construction, gravel excavations, violations of zoning ordinances and littering numbered 61.

Revenue collected amounted to \$421,046.75.

CONSTRUCTION ACTIVITY REPORT

Construction Costs (Estimated)			
New Homes	69	SF/D	11,454,350
	0	SF/A	-
Commercial and Industrial	10	New	9,259,600
	111	Add/Alter	9,965,469
Public Buildings (Housing Authority)	69	Add/Alter	1,023,348
(Other Buildings)	10		
2,145,255			
Conversions	4		74,535
Additions, Alterations, Repairs	507	Residential	6,520,394
Total Value:			\$30,672,792
Revenue Collected:			\$421,046.75
Permits Issued: (All Phases) 2,219			\$40,442,951
Certificates of Occupancy Issued:			
	157*	S/F Detached	
	*Included	S/F Attached	
	10	Two Family Dwellings	
	163	Miscellaneous	
	330	Total C.O.'S	
Inspections Conducted: (All phases of construction and land use)			3,060
Complaints Investigated:			61

SUMMARY OF BUILDING ACTIVITIES

Month/Year		Single Family Detached	Single Family Attached	Two Family	Conversions	Total Housing Units	Residential, Additions, Repairs, Alt.	Indust/Comm, Additions, Repairs, Alt.
07/88	(5)	670,350				5	(53) 652,316	8AA 165,350
08/88	(8)	1,036,700	-	-		8	(32) 823,610	4N 564,000 16AA 405,275
09/88	(3)	422,500	-	-		3	(36) 666,285	11AA 252,084 1N 650,000
10/88	(10)	2,068,300	-	-		10	(52) 648,446	2N 7,273,000 8AA 243,604
11/88	(9)	1,256,452				9	(34) 421,415	6AA 648,700
12/88	(2)	339,335	-		Sgl to Two Fam (1) 4,000 (1) 9,000	3	(19) 367,458	10AA 431,780
01/89	(3)	809,000	-	-	House to Bus.	3	(8) 272,727	4AA 2,893,351
02/89	(3)	475,257	-	-		3	(19) 557,853	1N 390,000 9AA 262,470
03/89	(3)	345,000	-	-	-	3	(31) 459,450	10A 195,330
04/89	(8)	1,055,484	-	-	Dwelling to office use (1) 25,075	8	(52) 418,155	10A 152,350
05/89	(6)	1,047,600	-	-	-	6	(124) 874,445	(9AA) 2,086,073 3N 382,600
06/89	(9)	1,928,372	-	-	Dwelling to office use (1) 36,460	9	(47) 358,234	AA 2,229,102 10
Totals	(69)	11,454,350	-		(4) 74,535	70	(507) 6,520,394	(122) 19,225,069

SUMMARY OF BUILDING ACTIVITIES (con't)

Month/ Year	Certificates of Occupancy			Public Housing	Other Public Buildings	Plumbing	Electrical	Heating
	SF	TF	MISC.					
07/88	18	2	34			38	60	57
08/88	22	2	18		(3) 40,880	30	191	65
09/88	15	1	15	(69) 1,023,348		36	69	116
10/88	9	-	14			25	23	23
11/88	14	1	18			22	59	28
12/88	14	1	12		Sally Port, Friendlys (2) 23,050	24	30	15
01/89	8	2	9			35	33	35
02/89	20	1	10			17	41	19
03/89	7	-	7			32	26	20
04/89	10	-	6		(3) 1,721,325	27	47	26
05/89	5	-	8		(2) 360,000	26	44	15
06/89	15	-	(1 VOIDED) 12			22	42	20
Totals	157	10	163	(69) 1,023,348	(10) 2,145,255	334	665	439

Building Board of Appeals

This committee is charged with the responsibility of hearing appeals pertaining to building construction and interpretation of town codes when the Building Official rejects or refuses to approve the mode or manner of construction or when it is claimed that the provisions of the code do not apply or have been misconstrued or wrongly interpreted. There were no appeals heard during this period.

Housing Code of Appeals Committee

This committee is charged with the responsibility of hearing appeals by affected persons of any notice from the Director of Health concerning the housing code. There were no hearings held during this period.

Zoning Board of Appeals

Charged with the hearing of appeals from citizenry concerning variances, special exceptions, motor vehicle site approvals and decisions of the Building Official.

The board held 12 public hearings and considered 114 applications:

- 66 - Variance Appeals were approved
- 27 - Appeals for Special Exceptions were approved
- 0 - Appeals of Building Official

- 8 - Applications Withdrawn
- 1 - Application Tabled
- 1 - Site Approval required by State of Connecticut

Refer to the following page for the ZBA SUMMARY OF ACTION chart.

Conservation Commission

In its capacity as the Town's Inland Wetlands and Watercourses Agency, the Conservation Commission is charged with protecting the integrity and natural functions of streams, lakes, ponds, wetlands, and groundwater recharge areas. It must see to it that nearby land uses and human activities will not degrade the quality of both surface and ground water, and that erosion and sedimentation from development activities are minimized and contained.

In the Spring of 1989, the commission adopted a major revision of its Inland Wetlands regulations, pursuant to a State law enacted in 1987. The new regulations clarify the informational requirements for the commission's consideration of applications for activities that may affect a "regulated area" in and around a wetland or watercourse, including a buffer zone. We now require a more scientific and thorough evaluation of the potential environmental impacts of proposed developments. A great deal of staff time is devoted to field evaluation and data

ZBA SUMMARY OF ACTION

	No. of Apps.	No. of Vars.	Vars. Apprvd	No. of Special Exceptions	Special Exceptions Approved	Appvls. Req'd by CT	Vars. Denied	Special Exceptions Denied	Apps. Withdrawn	Adverse Rulings by Bldg Official	Apps. Tabled
07/88	17	16	9	1	1	1	7		1		
08/88	9	8	7	1	1						1
09/88	12	14	7	2	2		7		1		
10/88	9	10	6	1	1				1		
11/88	5	3	2						2		
12/88	9	7	6	5	5		1				
01/89	7	10	9				1		1		
02/89	9	4	2	5	4		1		1		
03/89	9	5	3	4	4		2				
04/89	11	6	5	4	4		1		1		
05/89	5	2	1	3	2		1	1			
06/89	12	11	9	3	3		2				
Total:	114	96	66	29	27	1	23	1	8	0	1

review, and to insuring compliance with permit conditions during a project's construction.

In the rainy Spring of 1989, serious failures and permit infractions occurred on several major construction projects. Commission members and staff had to devote much time and effort to having the damage to watercourses and wetlands contained within as well as beyond the project limits. For the most part, the developers took the required emergency actions, often at considerable cost and delay in other work.



USSURIAN PEAR

Pyrus ussuriensis

NATIVE OF MANCHURIA

*Largest known specimen in New England
and second largest in the United States*

*Mountain Laurel Garden Club of Glastonbury
Glastonbury Conservation Commission
1989*

As noted last year, open space preservation has become a high priority concern in Glastonbury. With the help of a referendum-approved acquisition fund, the town is moving forward with a program to purchase properties or the development rights on them according to certain priority criteria: farmland preservation, public access to waterfronts, areas for outdoor recreation, and the need to protect ecologically and hydrologically significant natural tracts. Our efforts to create and link greenways in the town's eastern highlands and along major stream belts are bearing fruit. Glastonbury has developed a capability to work expeditiously with the State (through its Department of Environmental Protection), non-profit land trusts, the Nature Conservancy, and the Metropolitan District Commission in open space acquisitions and planning for the future. This worthwhile effort can be sustained with the help of dedicated citizens, the fine staff work in Town Hall, and the continued support of our Town Council.

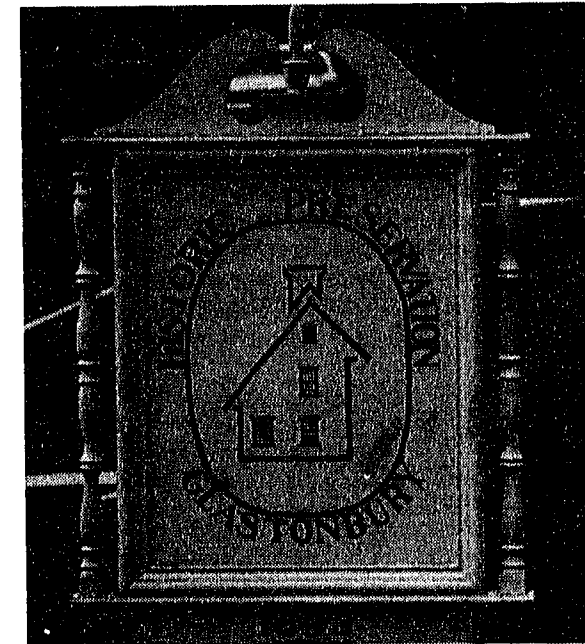
As in the past, the Conservation Commission appreciates the excellent working relationship established with other town bodies, notably the Town Plan and Zoning Commission and the Water Pollution Control Authority. We intend to contribute to the revision of Glastonbury's subdivision regulations in order to bring about a pattern of development that is more respectful of the natural configuration of the land and of the physical features we must protect.

Increased attention will also have to be given to the use of land areas above the high-yielding stratified drift aquifers (i.e., the water-bearing sand and rock formations) which have been identified in Glastonbury. Under 1989 State legislation, these ground-water resource areas must be mapped in ever-greater detail over the next several years. After mid-1990, municipal ordinances will have to be adopted to regulate land uses and to prevent pollution so that future generations may benefit from what is sure to become an ever more valuable source of water supply for this region.

Historic District Commission

The Historic District Commission consists of five regular and three alternate members appointed by the Town Council. The commission performs the duties associated with the issuance of Certificates of Appropriateness for properties within the Historic District.

During the year, the commission served as the Study Committee for the proposed expansion of Glastonbury's Historic District. Through reports and recommendations, the commission provides the town with information pertinent to the preservation of the character and history of the town.



- Jul 14, 1988 Historic District Commission Meeting - Work session on proposed expansion of Historic District.
- Oct 27, 1988 Historic District Commission Meeting - Update on Historic District Commission survey for proposed expansion of Historic District.
- Dec 20, 1988 Historic District Commission Meeting - Discussion of survey results for proposed expansion of Historic District.

Jan 27, 1989 Information regarding expansion of Historic District sent to property owners within the study area for expansion of the Historic District.

Mar 1, 1989 Historic District Commission Meeting - Issuance of Certificate of Appropriateness - Application of Thomas F. & Helen C. Theurkauf - 2027 Main Street - Construction of Conservatory to rear of house.

Discussion of proposed expansion of Historic District.

May 18, 1989 Historic District Commission Meeting - Discussion of proposed expansion of Historic District.

Historic District Commission accepted the preliminary report of the proposed expansion and moved to forward this report to the Connecticut Historic Commission, Glastonbury Town Council and Town Plan and Zoning Commission.

May 19, 1989 Report of the Historic District Commission sent to Connecticut Historic Commission, Glastonbury Town Council and Town Plan and Zoning Commission.

Jun 21, 1989 Historic District Commission Meeting - Issuance of Certificate of Appropriateness - Application of Public Buildings Commission - 2108 (rear) Main Street - 816 sq. ft. addition to Ambulance Building.

Historic District Commission recommendation to Town Council for change in surface material along Main Street.

Discussion of proposed expansion of Historic District.

Economic Development Commission

The commission is a seven member advisory board appointed by the Town Council for the purpose of promoting development and expansion of the Town's commercial and industrial base. During the year, the commission continued to monitor ongoing development in the Salmon Brook, Gateway and Somerset Square commercial areas and reviewed final plans for the reconstruction of Hebron Avenue. The year was highlighted by the completion of several office buildings within Somerset Square as well as the submission of a master development plan for Gateway, the town's last large block of commercial/industrial land. The commission plans to continue its work with the private sector to ensure that new projects meet or exceed the established level of high quality.

Strategic Planning

The Strategic Planning Committee was formed as a bi-partisan effort by the Town Council to develop a strategic plan for Glastonbury. By understanding key social and environmental forces affecting the town, suggesting long range goals, and creating a "road map" for achieving them, the committee provides valuable assistance to the council as it makes decisions that shape Glastonbury's future.

During the 1988-1989 year, the committee completed the public input phase of its work and began a campaign to inform town residents about this strategic planning process. In the Spring, the committee sponsored (1) a Strategic Planning Forum featuring locally and nationally known speakers, and (2) a series of public hearings. A questionnaire provided additional opportunity to hear from a cross-section of town residents and business owners. As a result of this work, many residents volunteered to serve on task forces which will begin their detailed work on 3-4 critical issues this Fall.

The committee secured funding from the Town Council for advisory services to organize task forces and suggest the form and content of the final report. The committee is pleased to see a high degree of community interest in shaping the future of our town, and looks forward to completion of the strategic plan this year.

HUMAN SERVICES

Welles-Turner Memorial Library

The Welles-Turner Memorial Library is responsible for the organization and administration of a well-rounded collection of books and other media, and a variety of services that provide informational and enrichment opportunities for the citizens of Glastonbury. Services and collections are tailored to the needs and interests of both adults and children in the community.



Welles-Turner Memorial Library, Summer Reading Program, Summer, 1988. "Hands on Dinosaur Workshop" with Wendy Morrone, CT Audubon Society

The media collection was also enlarged with the addition of the outstanding MacArthur Foundation Library Video Classics series. These twenty PBS video series provide over 200 hours of quality educational programming. Additional talking books (books recorded on audio cassettes) and music on compact discs have also proved very popular with library patrons.

An invasion of dinosaurs in the children's department led to a record number of 1,280 children participating in summer reading, craft, and educational programs featuring these beloved beasts of the past. In addition to summer reading activities, the children's department offers pre-school story hours for children from ages two through five, craft activities and special enrichment programs. A delightful Children's Book Illustrators Festival featuring five local illustrators and their work was one of the highlights of this year's activities.

Work on the goal of library expansion also continued as environmental and engineering consultants prepared the background material needed for an inland wetlands application necessary for future parking lot expansion. A proposal for extended weekend hours, to include Sundays, was presented by the library to Town Council and approved for implementation in the 1989-90 fiscal year.

East Glastonbury Public Library

The East Glastonbury Public Library is operated entirely on a volunteer basis, open 24 hours a week. We have six trustees and four officers who direct the library policy, and approximately 32 volunteers who donate 112 hours each week. Plans are to open again on Sundays from 1:00 to 3:00 P.M. in addition to our traditional hours, which are: Mondays from 1:00 to 4:00 P.M. and 7:00 to 9:00 P.M.; Tuesdays from 9:00 A.M. to 4:00 P.M.; and Thursdays from 9:00 A.M. to 4:00 P.M. and 7:00 to 9:00 P.M.

During the school year, we offer a children's pre-school story hour, a YMCA Kiddy Craft program, free monthly children's films, a very active summer reading program for children, and we serve Eastbury School classes. We have an adult book study group led by the Reverend Chester Wetzel, and a very valuable Friends Group which raises money for the betterment of the library.

Our ongoing sash-replacement program continues. We have a State grant to help us defray the cost of fire and safety code violations. An architect's study has been completed, and it is anticipated corrective work will be started in mid-1990.



East Glastonbury Public Library

Of the 90 children who signed up for the summer reading program, these boys and girls had a great time having their faces painted by Lois Walz, (the clown in the background), watching films and sharing refreshments, before heading back to school.

South Glastonbury Public Library

The South Glastonbury Public Library Association has accomplished several major objectives which we set out to complete this past year. They include:

1. Completed the restoration of the ceiling in the Reading Room. As of July 1st we have

completed the interior restoration of the ceiling. In addition, interior access to the attic was accomplished and improved ventilation was installed. We are currently completing paperwork to receive our \$7,500 grant from the Connecticut State Historical Commission.

2. In May, we sponsored the first Art Auction in conjunction with the Art Guild at the

Glastonbury Hills Country Club. In excess of 60 works of art were exhibited which raised nearly \$2,000 in revenue. Half the proceeds went to the library and half to the artist.

The library continues to provide local resources for the education and enjoyment of the community. We remain committed to continue providing library services, programs and facilities to South Glastonbury.

While no major projects are currently anticipated, we will continue to maintain and preserve the historic landmark entrusted to our care.

A major goal remains to improve the circulation and awareness of the library within the community.

Parks and Recreation

Administration

The Parks and Recreation Department is charged with not only the care and maintenance of all town-owned parks and municipal grounds, but the organization and administration of a comprehensive program of recreation opportunities directed towards meeting the diverse needs of our residents.

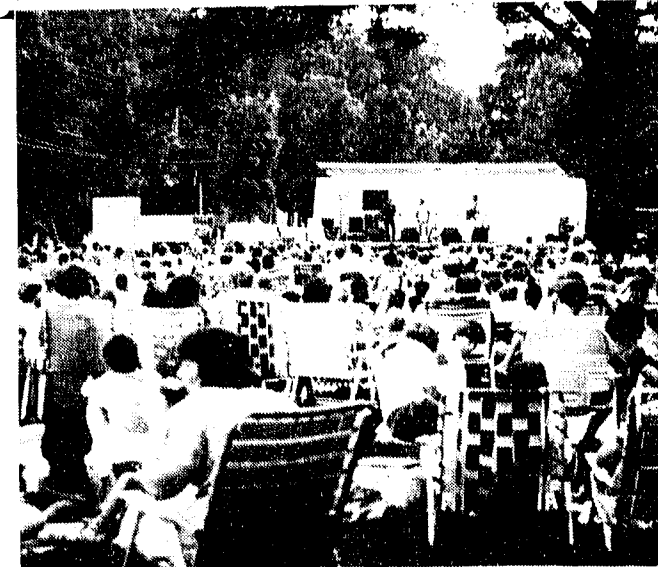
In October, we had cause for celebration as we recognized the twenty-fifth anniversary of the



Co-ed Softball, a Popular Summer Pastime

acquisition of J. B. Williams Park. The 125 acre park which was acquired in 1963 at a cost of approximately \$1000/acre serves as a good example of how quickly the future becomes the present. Many of those in attendance at the ceremony were actual supporters of the purchase in 1963. The event was also used to recognize the efforts of Elizabeth K. Brown who served as a member of the Conservation Commission from 1962-1977, and was active in her support of the Williams Park acquisition.

With increased participation and expanded programming, department revenues increased by 9% to \$206,000; a figure that represents 20.7% of department expenditures.



Wednesday Night Summer Concerts have become a tradition, offering a variety of wholesome family entertainment

Pay rates for seasonal employees were increased as a result of the increases in the State minimum wage and the tight labor market. The changes worked to ensure that the department was able to attract and retain the many part-time and seasonal staff required to staff our facilities and programs.

Special gifts to the department included a donation of a competition ring machine for the boys gymnastics program by the Glastonbury Gymnastics Club Parent's Organization, and a matching grant for fencing improvements to the

Hebron Avenue School baseball field by the Little League. The most significant contribution came from the Rotary Club with a commitment of \$40,000, as well as, countless hours of donated labor used to construct the new kitchen/restroom facility in Williams Park. The department is fortunate to have the support of these groups.

Recreation

"Participation levels are way up!", is a statement that best summarizes the recreation division's year. Residents of all ages continue to participate in increasing numbers in programs that range from infant/toddler swim lessons to the Seniors Staying Fit exercise class.

Drought conditions and an unusually hot, humid summer characterized the summer months. Attendance at town pools was consistently high throughout the season.

In an effort to accommodate the increased demand for services, the summer playground program opened a new site at the Hebron Avenue School to bring the total locations to five. The new site increases the daily capacity from 240 to 300 children in this popular program. Likewise, the mini-camp, a specialized program for five year olds, added a Hebron Avenue School location to increase its daily capacity from 100 to 125. These two programs are good examples of how the department has had to focus its effort on the expansion of existing programs to accommodate



The annual pumpkin carving contest is one of the many special holiday events sponsored by the Town.

the increased participation. Similar percentage increases have been experienced in other program areas.

New program offerings included the summer youth basketball camp, youth judo, a bicycle repair clinic, teen trips to Ski Sundown, and school vacation week roller-skating.

The comprehensive list of department program offerings and participation statistics for the year

Indicates not only the diverse, comprehensive nature of the department's program, but also provides a good idea of the magnitude of the numbers of people affected by the department's effort. As a Human Service agency, we are in the "people business" in that our primary mission is the face-to-face delivery of leisure services to residents.

Dave Bower (left) and Mike Stankowski, Parks and Recreation Department staff, inspect newly installed playground in Welles Park.



STRUCTURED RECREATION ACTIVITIES - Participation Report - 1988/89

Year Round Activities

Aerobics
 Bus Trips
 Bridge (Duplicate)
 Firewood Program
 Gymnastics
 Playschool
 Slimnastics
 Swim Lessons - Adults
 Swim Lessons - Children
 Swimnastics
 Weight Training

Ages Served

All Ages 350
 All Ages 659
 18 & Over 1,650
 Adults 83
 5-17 1,289
 1-4 463
 18 & Over 298
 18 & Over 33
 6 Mo. & Over 1,429
 All Ages 77
 15 & Over 743

Yearly Participation

Fall/Winter/Spring Activities

Advanced Lifesaving
 Arts & Crafts
 Basketball (GBA)
 Basketball (Men)
 Children's Trip Program
 Competitive Swimming Clinic
 Golf Lessons
 Intro to Competitive Swimming
 Ice Hockey
 Jukido
 Open Gym
 Open Volleyball
 SCUBA
 Ski Trips
 Soccer Co-Ed
 Sr. Citizens Exercise
 Swim Team
 W.S.I.

Ages Served

15 & Over 21
 Grades 3-7 26
 8-18 470
 18 & Over 117
 Preschool-Grade 6 436
 7-15 29
 18 & Over 60
 7-15 37
 Grades 3-8 120
 6 & Up 71
 All Ages 2,524
 18 & Over 1,100
 15 & Over 75
 Grades 6 & Up 88
 18 & Over 98
 55 & Older 101
 6-18 136
 17 & Over 29

Yearly Participation

	<u>Ages Served</u>	<u>Yearly Participation</u>
<u>Summer Activities</u>		
Yoga	18 & Over	55
Basketball-Summer Youth	Grades 7, 8, 9	17
Camp Sunrise	3-21	39
Fun Runs	All Ages	270
Mini-Camp	4 & 5	196
Music & Arts Camp	Grades 3-9	194
Playgrounds	Grades K-6	809
Softball Co-Ed	18 & Over	175
Softball - Girls	9-16	132
Softball - Men	18 & Over	356
Softball - Women	18 & Over	63
Summer Concerts	All Ages	9,000
Swim Invitational	6-18	150
Tennis Lessons - Adult	16 & Over	115
Tennis Lessons - Children	7-16	108
Tennis - Jr. Team	5-16	43
Tennis - Ladies Round Robin	18 & Over	38
Town Band	All Ages	750
Water Carnival & Castle Building	6 Mo. - 18	100

	<u>Ages Served</u>	<u>Yearly Participation</u>
<u>Special Events</u>		
Dog Show	2-18	36
Fishing Derby	4-15	120
Golf Open	All Ages	57
Hershey Track & Field	9-14	72
Holiday Performances	All Ages	1,075
Kayak Rolling Lessons	All Ages	12
Pumpkin Decorating	6-14	23
Santa's Run	All Ages	1,425
Self Defense for Women	16 & Over	26
Spring Fever Run	All Ages	95

Facility Usage (Miscellaneous)

	<u>Ages Served</u>	<u>Yearly Participation</u>
Athletic Field Reservations	All Ages	288
Garden Plots	All Ages	73
J. B. Williams Park Pavillon	All Ages	111
Showmobile Usage	All Ages	16
Tennis Court Reservations	All Ages	276

* Yearly participation figures equal the total of all of the respective program registrations, daily attendance figures, or facility reservations as applicable.

Pool Usage (Adult and Recreation Swim Hours)

<u>Season</u>	<u>GHS</u>	<u>Eastbury</u>	<u>Grange</u>	<u>Total</u>
Summer	4,262	24,055	6,731	35,048
Fall/Winter/ Spring	<u>10,243</u>	<u>Closed</u>	<u>Closed</u>	<u>10,243</u>
Total Visits	14,505	24,055	6,731	45,291

Unstructured Activity

In addition, the town owns and operates a wide range of recreational facilities which are available for the use and enjoyment of Glastonbury residents. The facilities include outdoor pools, athletic fields, ice skating ponds, playgrounds, hiking trails, picnic areas, fishing areas, lighted tennis courts, open space areas, bridle paths, and scenic stream belt areas.

Parks

The Parks and Recreation Department is responsible for the care and maintenance of all

town parks, school grounds, street trees, public open areas, recreation facilities, and areas outside of all municipal buildings such as the library, Town Hall, Senior Center, and firehouses.

Several park improvements were either completed or in progress this year.

J. B. Williams Park Facilities Building: The Town and Rotary Club, in a cooperative effort, are constructing a new facilities building adjacent to the picnic pavilion in J. B. Williams Park. The building will house mens and ladies rooms, a fully equipped kitchen and serving area, and a small storage room. Scheduled for completion in July,

the new building will enhance the facilities provided to the 125 plus groups that reserve the area each year for outings of all types. Special thanks and recognition are due to the Glastonbury Rotarians!

Community Garden Plots: To make way for the congregate housing scheduled for construction on the property behind the Police Station, staff relocated the garden plots to ensure that the 75+ gardens previously planted in the area could still be accommodated. Water lines were extended and four new hydrants were added.

Addison Park: Department staff continued to put the final touches on the development plan. A children's playground, several park benches, and picnic grills were installed. Several large shade trees were also planted.

Welles Park Playground: Playground equipment was purchased and is scheduled for installation during the summer months.

Trail and Pond Lighting: The lighting provided along the trails that lead to the lower pond and pavilion in Williams Park was upgraded in time for the winter skating season.

Center Green Fountain Repairs: A contractor was hired to repoint and repair several deteriorated areas of the fountain. The cap was reset and the entire structure sealed.

Board of Education Landscaping: In cooperation with the Beautification Commission, department staff completed the re-landscaping of the front of the Board of Education office building located on Williams Street.

Fall Planting: Several areas were either re-landscaped or had trees planted. Again, with the support of the Beautification Commission, the planting bed in front of Town Hall was replanted. Planting beds were redone both in front and back of Fire Company No. 1. A sourwood tree and some flowering shrubs were planted at the Welles Chapman Tavern. Plant material was planted at the base of the flag pole in front of the Police Station. Several shade trees were planted in Addison Park.

Protective Fencing - Hebron Avenue School: With a matching share provided by the Glastonbury Little League, protective chain link fencing was installed along the first and third base lines of the baseball field. Thanks to the Little League for their ongoing support.

Kindergarten Play Area - Naubuc School: With materials provided by the PTO, department staff removed and replaced all of the sand under and around the playground equipment in the fenced kindergarten play area.

During the course of the year, routine maintenance tasks include: snow and ice removal on more than five miles of sidewalk



Charles Rankl, Park Caretaker, personally greets each of the 125+ groups that use the picnic pavilion in Williams Park

adjacent to town owned property; emptying more than 150 trash barrels throughout the park system twice weekly; grooming and lining 4-19 softball and baseball fields daily, April - August; trimming and weeding planting beds at 33 different facilities; watering all newly planted plant material during periods of drought; pruning 142 ornamental trees; mowing in excess of 200 acres of turf weekly, April - October; plowing all school parking lots, firehouses, pump stations, Town Hall, the Police Station, library, and other municipal buildings during winter snow storms; responding to all street tree related problems;

grinding and removing tree stumps; maintaining 50 athletic fields; spreading 30 tons of fertilizer and lime, painting 44 sets of bleachers; repairing, painting, and distributing 75 picnic tables; checking and maintaining four skating ponds, and two outdoor swimming facilities; planting trees; and maintaining 16 automatic irrigation systems. Department staff spent 423.5 hours inspecting, repairing or otherwise caring for playground equipment located on school grounds and in town parks.

The park maintenance division continues to provide support to the activities of youth sports groups and community service organizations. Hartwell Soccer, Midget Football, Little League, Glastonbury Lacrosse, Chamber of Commerce, Art Guild, Historical Society, Symphony at Salmon Brook, Acme Merit-thon, Glastonbury Ambulance, Rotary Club, Exchange Club, Kiwanis Club, and school PTO's have all been supported by the Parks and Recreation Department. In all cases, the cooperative effort has yielded positive results for the community.

To handle an ever increasing work load the park division's full-time maintenance staff was increased from ten to eleven. Our staff continues to expand their knowledge and skills. Christopher Shanahan was certified as an Arborist by the Tree Protective Examining Board of the State Department Consumer Protection. Daniel Tomany earned the Custom Grounds Supervisor License for application of herbicides and

pesticides. Brian Hollister, Brian O'Connor and Alan Mockus became Certified Pool Operators with the National Swimming Pool Foundation.

On the downside, the block storage building located at Eastbury Pond was burned to the ground by vandals in August. Although all of the area's safety equipment was lost in the fire, replacement equipment was obtained in less than 24 hours and the area was able to reopen after being closed for only one day.

It is largely due to the efforts of many people that the program is successful. Those people include program participants, park users, Recreation Commission members, community service group leaders, volunteers, corporate sponsors, part-time and seasonal staff, Town Council members and town staff. Special recognition is due to the full-time staff of the Parks and Recreation Department whose effort and dedication result in the efficient and effective delivery of leisure services to Glastonbury residents.

Recreation Commission

The commission, composed of six appointed members, is an advisory board to the Town Council on matters relating to recreation and parks.

Much of the commission's time was spent on issues relevant to land acquisition and

preservation. As charged by the Town Council, the commission completed an evaluation of potential sites for an outdoor swimming pool in the northwest quadrant of town. The commission's findings and recommendations were reported in January. The commission also submitted a recommendation to the Town Council for consideration as part of the Reserve for Land Acquisition and Preservation with respect to a specific acquisition of property that would facilitate public access to the Connecticut River. Work was begun on development of a comprehensive long-range plan of development for property along the Connecticut River.

A considerable amount of time was spent reviewing the Parks and Recreation Department's capital improvement program and operating budget. Although the commission unanimously supported the funding request for improvements to both Buckingham Park and Eastbury Pond, funding limitations forced the town to focus its resources on the much needed Eastbury Pond improvements.

To coincide with the start of another busy picnic season, the commission reviewed and adopted a policy governing the use of the pavilion area in Williams Park. The commission continued to maintain its liaison with the Youth and Family Resource Commission, Board of Education, and Conservation Commission to ensure effective communication with these boards who often share common interests.

The commission works closely with the Parks and Recreation Department to meet the diverse recreational needs of the residents of Glastonbury.

Social Services Department

The major responsibility of the Social Services Department is the administration of the State sponsored General Assistance Program. This program provides financial and medical assistance to eligible residents. Assistance given under this program is reimbursed by the State at 90% or 100 percent. Once again this year, the department has maintained its high level of

Glastonbury Social Services Department Annual Holiday Toy Shop.



reimbursement, thus keeping the actual cost of the program to the town at a minimum.

The department serves as an intake site for the statewide Energy Assistance Program. This year 268 applications were accepted and utility payments totalling \$101,421 were made to assist residents in meeting their Winter heating costs. This represents a 44% increase in utility payments over the previous year. The Elderly and Handicapped Circuit Breaker Rent Rebate Program is also administered through the department. In 1988, 173 applications were accepted and \$52,204 was rewarded.

In addition, the Social Services Department administers the Before School Breakfast Program for the Naubuc School District. Three thousand sixty (3,060) meals were served during the past school year. The department also serves as the town's Adult Advisor Representative to the Safe Rides Program. Federal surplus commodities are distributed on the last Thursday of the month and the department administers the local Food and Fuel Banks.

The holiday season is a very busy time for the department; local citizens, businesses and organizations exhibit extreme generosity in making it possible for the department to make the season brighter for many families and individuals. During this season the department holds a two-day Christmas Toy Shop and provides Thanksgiving and Christmas dinners.

The Social Services Department works closely with other agencies, town departments and residents in providing advocacy, crisis intervention and case management services. In addition, the department's staff serve on various local and statewide committees and task forces to assist and ensure the delivery of social services to town residents.

Human Relations Commission

The Human Relations Commission is concerned with discrimination in the work place, housing, and education.

There are four subcommittees: Housing, Affirmative Action, Education, and Handicapped.

The Subcommittee on Housing continues to pursue adequate housing for purchase, and rental units which a moderate income family can afford. All Fair Housing practices are supported.

Affirmative Action is responsible for monitoring the hiring practices of the Board of Education and the Town of Glastonbury, to ensure that the town is in compliance with federal guidelines.

The Handicapped Subcommittee is concerned with ensuring that all public buildings scheduled for remodeling or new construction include areas accessible to all members of the community.

The subcommittee on education is endeavoring to make the community more aware of the purpose of the Human Relations Commission.

A complaint procedure is available for anyone who believes he or she has been discriminated against in the community on any issue.

Senior Services

The Senior Services Department operates the Dial-A-Ride Transportation program, daily Senior Nutritional Luncheon program and a variety of social, educational and recreational activities at the Senior Center and other locations throughout town. The Senior Center is located at 17 Hebron Avenue, in the historic Gideon Welles House.

Over the past year, the Senior Services Department added many new activities for Glastonbury's seniors, aged sixty and older, among them: A golf league, bowling league, a line-dancing group (The Rhythmettes), a senior chorus, craft workshops, baking classes and microwave cooking classes. Special events included an Annual Volunteer Recognition Celebration, an inter-generational luncheon experience with a local eighth grade class, a Second Annual Senior Citizen Art Contest, and weekly summer cookouts on the grounds of the

Senior Cookouts

Each summer the Senior Services Department holds cookouts on the lawn of the Senior Center. The seniors get involved directly with assisting in the set up, cooking, serving and clean up for the event. This activity has been tremendously popular with an average of seventy seniors in attendance.



Golf League

The Senior Swingers Golf League is comprised of over thirty senior men and women golfers, ranging in age from sixty through eighty-two. The "Swingers" play weekly at both Minnechaug and Portland Golf Courses. The group is a non-competitive league that enjoys the game and coming together for recreation and socialization.

Senior Center. Daytime bus excursions were offered and included increased out-of-town shopping and luncheon trips, trips to the movies and an annual summer day trip to Mountainside Resort. Many health promotional screenings were available to seniors at the center, in conjunction with the Glastonbury Visiting Nurse Association. A direct-mailed senior newsletter, "The Sharing Tree", was developed to keep local seniors informed about the services and programs available to them. The current distribution of the newsletter is approximately 1500. Ongoing services were also provided such as monthly distributions of Federal Surplus food items, free legal consultations, Joblink referral service, assistance with Medicare and Medigap claim forms, ConnPACE and ConnMAP application workshops, and coordination of the Friendly Visitor program. The program matched nearly thirty trained and caring community volunteers with home-bound elderly for the purpose of weekly social visitation.

The Senior Services Department continues to be dedicated to serving the many needs of Glastonbury's older population.

Commission on Aging

The Commission on Aging, composed of seven members appointed by the Town Council, worked to further enhance the quality of the lives of the town's older citizens. The commission has been successful in unifying and coordinating the

efforts of local senior organizations such as the Gideon Welles Senior Citizen Association and the two local chapters of the AARP. Members from all three organizations attended regular meetings of the commission over the past year. Due to the enhanced communication between these organizations, the commission and the Senior Services Department, the town's elderly residents were better served.

The commission's major effort over the past year has been devoted to evaluation and research concerning the need for a new Senior Center Facility. The commission will continue to plan for the development of such a facility during the coming year.

The commission assisted the Senior Services Department in the initiation and implementation of many new programs and services for the seniors in town, over the past year. Many of the commission members individually served in volunteer capacities to assist the department's staff immensely. The commission helped to evaluate existing programs and services and in addition, served as a sounding-board for the problems of individual elderly residents.

The commission continues to work together with the Senior Services Department and Municipal Agent for the Elderly, to provide and

promote quality, multi-service programs and activities for Glastonbury's elderly citizens.

Glastonbury Housing Authority

The Congregate Housing project for the elderly located behind the Police Station is now out of the ground with its foundations and the above grade construction is about to begin with an anticipated opening day and occupancy date around Thanksgiving of this year.

The three condominium units at Hale Farms are now occupied with three fine families that have merged into the lovely living environment of the development.

Rehabilitation of Welles Village is just about complete, except for the replacement of 199 furnaces, which should occur early this year.

Charlie Brendel, Office Manager of the Housing Authority, retired in January, with seven (7) years at the Housing Authority and sixteen (16) years with the Town of Glastonbury. Our best wishes to Charlie in his retirement. Replacing Charlie is Dick C. Harvey, former comptroller of the Town of East Hartford.

AFFORDABLE HOUSING INVENTORY Developed and Being Maintained in the Town of Glastonbury at Year End

Project or Program	Type	Subsidy	Units
Welles Village	Family	HUD Low Rent*	199
Existing (GHA)	Family/Elderly	HUD Section 8*	21
Existing (DOH)	Family/Elderly	HUD Section 8**	20
Still Hill (DOH)	Elderly	HUD Section 8*	10
Affordable Housing	Family/Elderly	State Assisted*	3
Center Village	Elderly	State Assisted*	50
Village Green	Elderly	State Assisted*	50
Village Green	Elderly	State Assisted*	40
Congregate Housing	Elderly	State Assisted****	45
Town Mod Condo	Family/Elderly	Municipal Assisted*	64
Inter-Faith	Elderly	HUD Section 8***	105
		Total Subsidized Units	607

- * Under Glastonbury Housing Authority Management
- ** Under State of Connecticut Management

- *** Under Private Management
- **** In Development/Planning Stage by GHA



Construction site for the Congregate Housing being developed on Canlone Road.

Youth and Family Resources

The Glastonbury Youth and Family Resource Center provides services and assistance to any family in Glastonbury who have children 18 years of age or younger. The department also works with children over 18 years of age and their families, provided the student attends Glastonbury High School.

This year we have increased our services by adding a part-time Outreach Social Worker at Glastonbury High School. The Outreach Social Worker has developed a Recovery Support Group for young people returning from drug and alcohol treatment centers. The Outreach Social Worker has also directed a Peer Education Program including eighteen (18) Peer Education high school students on substance abuse prevention. The Outreach Social Worker has also been a support person for the Intervention Team at Glastonbury High School. The effectiveness of the Outreach Social Worker resulted in the position being funded on a full-time basis beginning on July 1, 1990.

Another important issue that was addressed during the 1989-1990 budget process is the need for additional Clinical Services staff. Because of the lengthy waiting list for counseling and the increasing demand for services, the addition of a ten-month full-time Clinical Social Worker is approved effective January 1, 1990.



*Cast of the Youth and Family Resource Center production of ANYTHING GOES
June, 1989*

This year, the Creative Experiences Program involved over 2,000 youth and their families in various artistic and community projects. Many theatrical events were presented: Oklahoma!, Fiddler on the Roof, The Fourteenth Annual Haunted House, Makin' It, and Winnie the Pooh & Friends which toured area elementary schools, senior centers and convalescent homes. The Youth Services Action Group contributed hundreds of hours to worthwhile community projects.



*Ann E. Stolzenbach, Outreach Social Worker,
Youth and Family Resources.*

Another program sponsored by Creative Experiences, Pass It On, a student-run cable television program, featured community information, local performers and educational interviews. This program has been on the air for over eight years on Channel 33, two times weekly: Sunday at 8:00 P.M. and Monday at 4:00 P.M.

The Youth and Family Resource Center also offers counseling services to families with children 18 years of age and younger and who reside in Glastonbury or attend Glastonbury public schools. This service also includes consultation to school

staff, as needed. Clinical Services provides a full range of individual, couples, family and group counseling. 191 Glastonbury families received these services during the 1988-1989 fiscal year.

Support and educational groups provide an opportunity for clinical staff to service a wider array of Glastonbury residents. This year a group entitled Parents Component to Skills for Adolescence, was designed by the Clinical Services Staff to complement the Skills for Adolescence/Introduction to Adolescent Development Program at Gideon Welles Junior High School. A total of 54 parents attended some or all of this five session educational program which was offered twice during the academic year. Clinical Services facilitated or co-facilitated several groups during this year:

- ACOA (Adult Children of Alcoholics)
- Hebron Avenue School Self Esteem Group
- Adolescent Recovery Support Group
- Alternate to Suspension Group
- Communications Workshop

Requests for clinical staff to make presentations to students, teachers, parents, and the community-at-large continue to highlight the educational and preventive aspects of Youth and Family Services. Presentations during 1988-1989 comprised five topics: Self Esteem, the Student Assistance Program, Adolescents and Drugs, the Clinical Assessment of Adolescent Chemical Dependency, and Healthy Family Systems.

HEALTH DEPARTMENT

"The Sanitary Code of Moses in the Old Testament, which is as sound today as it was when written, gave direction to people's efforts, but it was not until the "sanitary awakening" following the industrial and scientific revolutions that major environmental control progress was made." (Emil T. Chanlett) To this end the Glastonbury Health Department extends its efforts in the following programs for the betterment of life.

Environmental Health

Our inspectional staff regularly oversees and resolves problems in food service, housing, water, sewage, rubbish disposal and hazardous wastes. During the past year, all of our mandated food service inspections were complied with and two food service training sessions were held for local businesses. An in-service training session with most of the sewage disposal contractors introduced new technology and changes in septic system design. The department will be monitoring these new developments in the years ahead.

Preventable Disease

The investigation of reported communicable disease and immunization clinics are included in this program. Our annual flu clinic for the chronically ill, those over 65, and shut-ins unable

to attend the clinic, totalled 470. Our regular Maternal and Child Health Clinics conducted by the Glastonbury Visiting Nurse Association has approximately ten attendees each month.

The measles outbreak in many of our colleges strained vaccine supplies and newly mandated regulations now require individuals attending college, born prior to 1957, to receive two doses.

Health Education

Regularly scheduled "Lifestyle" talks with town employees continued along with two cholesterol screenings provided by the Visiting Nurse Association. Approximately 75 employees were screened at no cost to the employee or the town. Health information pamphlets are becoming less available and will probably have to be included as a future budget item. Participation in local Cancer and Health Association campaigns were also accomplished.

Health Department Statistics

<i>Total Inspections:</i>	
Complaints Recorded	149
Routine Inspections	1,207
Sewage Disposal Permits	121
Food Service	412

<i>Reportable Diseases:</i>	
Syphilis	11
Gonorrhea	6

Giardiasis	7
Salmonellosis	6
Measles	1
Tuberculosis	5
Legionnaires Disease	2
Aids	3
Meningitis	1
Lyme Disease	4
Hepatitis B	3

FINE ARTS COMMISSION

Promotes and interests Glastonbury residents in both the performing and visual arts and stimulates participation in groups and individuals.

The commission will continue to assess its programs and measure their relative success to the field of art. The past year has brought four superb concerts from classical to Dixieland to Glastonbury. The commission is exploring local museums of interest. Under our grant program a student continuing in the arts was assisted. In the Spring there will be another Poetry Contest, as there seems to be a great deal of interest and participation. The programs at Salmon Brook Convalescent Home are continuing every month using local talent, which is much appreciated. A bus was sent to Goodspeed for "A Connecticut Yankee". We work with other commissions as much as possible pertaining to the performing and visual arts.

PUBLIC WORKS

Public Works/Town Engineer

The major highlight for the year 1988/1989 was that it was a winter where the department plowed only once --- the first snow storm. As a result, the Highway Division was able to complete several preventive maintenance projects that we normally do not have time to do. For example, all the sanitary sewer rights-of-way had the brush cut, all the detention basins were checked and cleaned as required, and many of the roadway drainage ditches were cleaned.



Neery Radames, Juan Sanchez, and Rick French of the Public Works Department street patching.

Projects completed by Public Works were:

- Removed a 4,000 gallon fuel tank at the Highway Garage.
- Reconstructed a portion of Naubuc Avenue from Pratt Street to the Route 3 bridge overpass.
- Replaced the Hubbard Green electrical system.
- Replaced the Wastewater Treatment Plant storage building roof.
- Replaced the parapet on the Addison Road bridge at Mill Street.
- Held a second Household Hazardous Waste Day.

Projects in-process with Public Works are:

- Candlewood Road reconstruction design.
- Main Street reconstruction.
- Wastewater Treatment Plant Dike modification.
- Main Street shoulder reconstruction.
- Nelpsic Road reconstruction evaluation.
- New London Turnpike Island and traffic signal evaluation.
- Shoddy Mill Road culvert replacement design.
- Western Boulevard bridge construction.
- Asbestos Removal - evaluation and design.
- Fire Companies No. 3 and No. 4 expansion and design.
- Ambulance Building expansion and design.
- High Street VNA office - design.

- Energy Conservation - evaluation for new funding.
- Dog Pound - enclosed dog run.
- Sludge Disposal - completed evaluation.
- Eastbury Septic Facility - completed evaluation.

The following is a highlight of other maintenance activities:

- Repaired 7,208 square feet of sidewalks.
- Chip sealed Dayton Road, Hickory Drive, Belltown Road, Lenti Terrace, Slater Road, Orchard Lane, Goodale Hill Road, and Sunset Drive.
- Paved one-half of Thompson Street and Old Maids Lane with cold mix bituminous concrete.
- Treated 640,100,000 gallons of sewage.
- Disposed of 638.5 dry tons of sludge.
- Disposed of 10,799 tons of refuse
 - 93 tons of glass
 - 1,138 tons of paper
 - 149 tons of cardboard
 - 911 tons of scrap metal
 - 14 tons of aluminum
 - 21 tons of batteries
 - 10,025 gallons of waste oil
- Average weekly traffic at the Transfer Station was 2,982 vehicles.
- Issued 75 sanitary sewer permits.
- Issued 198 right-of-way permits.
- Processed 1,474 Call-Before-You-Dig notices.



Ron Morrone, Rick French, and Juan Sanchez of the Public Works Department installing curbing on Main Street.

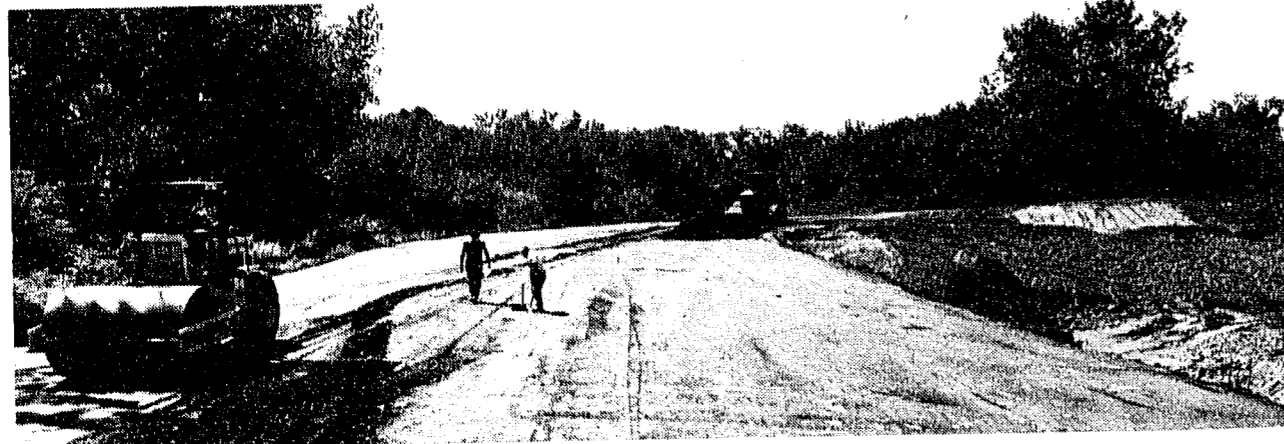
- Fleet increased in size from 466 to 476 units.
- Completed 5,554 vehicle repair orders.
- The fleet utilization was 1,316,392 miles.
- Fuel consumed was 165,646 gallons.
- Average miles per gallon went from 7.83 to 9.34.
- Landfilled 21,962 cubic yards of bulky waste.
- Excavated 237,859 cubic yards of fill at bulky waste.
- Patched 3,316 potholes.
- Cleaned 2,738 sewer manholes.
- Shimmied 96,315 square yards of road surface.
- Screened 10,008 cubic yards of sand.

- Swept 4,690 lane miles of street.
- Cleaned 2,658 catch basins.
- Removed debris from 4,652 grates.
- Cleaned 1,858 linear feet of drainage ditches.
- Cleaned 31 drainage detention ponds.
- Cleaned 103,732 feet of sewer collectors.
- Cleaned 15 sewer syphons.

It should be noted that these types of maintenance activities account for 89.2% of the labor hours. However, it is because of this maintenance that no major facility repairs or breakdowns occur. For example, even with the heaviest of rains, the storm drainage and sanitary sewer systems function without backups and flooding. The dedication of Public Works employees to good maintenance practices receives very little fanfare. Unlike other town agencies, when our job is done well there is no sensational story. When we fail, our errors are seen by many.

Water Pollution Control Authority

This is the first appearance of the Water Pollution Control Authority (WPCA) in the Annual Report. This is a new name but not a new commission. The Sewer Commission, which it was formerly known as, has been in existence since 1955. A comprehensive review of all town ordinances pertaining to their responsibilities resulted in the November 1988 adoption of several revised ordinances. The most noticeable of these being the change of name.



Wastewater Treatment Plant Dike Modification

The WPCA levied assessments in the amount of \$165,189 in conjunction with their responsibility of the recovery of costs of sanitary sewer construction. Of this amount, \$90,555 was a result of new or expansion of commercial development with the balance due to residential development.

The construction of a dike to protect the Wastewater Treatment Plant began in the latter

part of this fiscal year. This dike, designed to protect the facility from a 100 year flood occurrence, will be completed during the upcoming fiscal year.

During this fiscal year there were 271 new connections to the sanitary sewer system, bringing the total to 4,106 connections to the town's 87.63 miles of sanitary sewer.

Public Buildings Commission

The Public Buildings Commission has held regular meetings at the Town Hall at 7:30 P.M., on the first Wednesday of each month throughout the year. The commission was charged with several major projects by the Town Council. These include:

High School - Final design of the \$6.9 million high school renovation project have been forwarded to the State of Connecticut for final approval. Updates to the mechanical systems to the swimming pool are complete. Major renovations are expected to begin in January 1990.

High Street School - The Town Council has approved final design of the plans to convert the school into a headquarters for the Visiting Nurse Association. Bids for this project to include a new roof over the entire building are expected to go out this Fall with construction beginning this year.

Other Schools - A comprehensive study of each of the elementary schools is being made to determine what has to be done to bring those buildings up to code. With the expanding school population it is expected that additional space requirements will be needed. Options will include expansion of existing facilities or the addition of new schools.



The traditional ground-breaking ceremony for the renovations to Fire Companies #3 and #4. Shown above with shovels are (left to right), Fire Chief Mario Accornero, Town Council Member Paul Nye, Fire Commission Chairman Gil Spencer, Town Manager Richard Borden and Public Building Commission Chairman David Megaw.



Police Agents Kenneth Barse and Jay Kehoe, Youth Officers, conducted the D.A.R.E. program at Academy School, for the sixth grade

A drug information hotline was instituted at the department, 657-DRUG, and sponsored by the Glastonbury Kiwanis Club. The service is two-fold in that it provides accurate information on substance abuse as well as receives information (no name required) on illegal drug sales.

The Police Department continues its active participation in GLAD (Glastonbury Alcohol and Drug Abuse Council) and its programs for the youth of our community.

Joint investigations and arrests of substance abuse with State and Federal agencies are ongoing with resultant money and equipment from seizures provided for department operation at no tax cost.

Citizens Police Academy

In February and March 1989 the second Citizens Police Academy was held with 23 attendees. The classes covered all phases of Police Department operation including the criminal justice system, accident investigations, traffic enforcement, Connecticut motor vehicle laws and penal codes, criminal investigations, substance abuse and youth programs, and were enthusiastically received.

By popular request an advanced class is planned for the graduates of the first two classes and a third annual Citizens Police Academy will also be scheduled.

Community Service Officers

This year saw a revival and expansion which with a new training class brought the program to full strength for the first time in several years. The training program was increased in scope and standardized. New uniforms and new and distinctive badges were adopted.

The responsibilities of Community Service Officers have increased from three to six days

weekly on Center Patrol, and for seven days a week in Summer two CSO's patrol Cotton Hollow Preserve. Also they man special patrols of fields and orchards during harvest season and shopping areas during the holiday season. Community Service Officers are now responding to public service calls which relieves regular officers to spend more time on patrol and crime suppression activities.

Communication System Update

Communication is one of the hallmarks of the Police Department. The only town agency that is open 24 hours a day, the Police Department never sleeps. The dedicated men and women, sworn officers and dispatchers, serve around the clock. The dispatchers dispatch both police, fire and ambulance. A comforting thought to a citizen is that help is only a phone call away and someone will always answer.

Replacement of the existing communication system is being funded through the Capitol Improvements Program and is in its first year of a two year funding with completion scheduled for Fiscal Year 89/90.

Test Vehicles

The Police Department, due in large part to its standing in the law enforcement community, together with its detailed record keeping capability of fleet information, was provided two Eagles and

one Jeep at no charge by the manufacturers for unlimited usage for a two year period in return for performance statistics.

Off Road Enforcement

The above noted Jeep was used in the Police Department's off road enforcement program. A motorcycle funded in this year's budget was also used to traverse areas not readily available to conventional police cruisers, such as prevention efforts along the power lines and orchard patrol during farmers harvesting times.

Off-Road Enforcement Vehicle



EMS Committee

A committee of emergency care providers was established to promote dialogue and problem solving by the Police Department, Fire Department, Fire Commission, Volunteer Ambulance Association, Fire Marshal's Office and Manchester Ambulance. Monthly meetings have proved fruitful to all.

Emergency Medical Services (EMS) Committee



Crime Prevention Activities

Sergeant Louls Palshaw was appointed Crime Prevention Coordinator for the Police Department. He has been conducting bank robbery seminars this year for bank employees with a goal of at least one hour of training for each bank teller and manager every year.

The Block Watch Program is continuing with three new areas added this year. It is hoped to reactivate the earlier established groups and add new neighborhoods to the program.

Home security surveys are a continuing service and are available to all residents by contacting Sergeant Palshaw.

Sergeant Palshaw has also addressed the approximate 200 false alarms that are received at the department each month. Alarm holders whose systems have generated three or more such alarms during the month are offered assistance in determining the cause.

Business Emergency Notification Update

Emergency notification information for most town businesses has been updated and placed in the department mainframe computer. This will permit dispatchers to more easily notify business persons of emergencies at their place of business.

Microfilming

The addition of microfilming equipment has permitted the department to microfilm records and reduce file cabinet space significantly. This is an ongoing project.

Women's Assault Prevention Program

A program for women in the community, it afforded increased awareness and prevention of sexual assaults through techniques on how to stun and escape attackers. Crime prevention aids and home safety were also explored.

Public Safety Corner

The Public Safety Corner published in The Glastonbury Citizen has been expanded to include articles by other town agencies. The articles are designed to provide information and answer questions from readers dealing with the broad range of public safety subjects.

Benefit Hockey Game

On April 7, 1989 a benefit hockey game was played between members of the Glastonbury Police Department and the Glastonbury High School hockey team. The event raised \$675 from ticket sales and was donated to the Newington Children's Hospital.

Glastonbury Police Benevolent Association

The Glastonbury Police Benevolent Association presented \$500 scholarships to two young people entering criminal justice education.

Civil Preparedness

The Office of Civil Preparedness is responsible for coordinating all governmental and private sector activities in times of man-made or natural disasters. In order to meet these obligations effectively, the office is very active in planning for manpower, equipment and community needs. This involves continual updating for information, regulations and equipment.

The department conducts constant checks of materials and equipment, including the town warning sirens. It also trains and recertifies radiological technical members.

The office has established an emergency "disaster hotline" number (659-2717) to be used for information before, during and after a local emergency situation.

The telecommunications van was updated to include a cellular telephone and fax machine. A new communications console was constructed and added to the van, which facilitates efficient use of all electronic equipment.



This van has been used for on-scene incident command, actual and simulated as well as back-up to the town's main system.

The office prepared a new edition of "Your Civil Preparedness Plan" with information on how to cope with natural disasters, and how to be in a state of readiness. The four page brochure was distributed town-wide, with funding by Connecticut Bank & Trust.

FIRE COMMISSION

The Board of Fire Commissioners is responsible for providing, maintaining and regulating a fire department. The board is bi-

partisan and consists of six members elected for six years on a rotating basis.

The objectives of the Board of Fire Commissioners is to provide adequate fire and rescue protection for the town; to organize, staff and train an effective fire department; to plan and recommend the acquisition of apparatus, equipment, and facilities; and to provide appropriate assistance in emergencies and disasters.

The Fire Commission, along with the Public Buildings Commission and the Superintendent of Buildings have been diligently finalizing plans for two additions, Companies No. 3 and No. 4, which were approved by the voters in 1988.

The Fire Commission is presently developing job specifications for a full-time chief's position to be implemented in the near future.

Hepatitis B Vaccines were offered to all firefighting personnel.

The Fire Department continues to comply with OSHA standards and regulations.

FIRE MARSHAL'S OFFICE

1989 activity statistics generated by the Fire Marshal's office have again surpassed previous year's records. Field activities conducted were over nine hundred (900). These inspections include one hundred fifty (150) annual inspections which is still far less than what is required by statute. The field activities represent the partial

work load of two full-time and one part-time employee. Simply stated, the Fire Marshal's office requires more inspectors to fulfill its statutory requirements.

Office activity statistics reflect the slight decrease in development within town, as plan review and other administrative functions are on a slight downward trend.

Statistics pertaining to investigation activity for 1989 were at an all-time high. Thirty-four structure fires, twenty-three vehicle fires, fourteen brush fires and seventy alarms are just a sampling of the investigations performed. Sixteen incendiary and thirty suspicious fires were part of these statistics.

The Fire Marshal's office completed mandatory annual training requirements, and members of the Fire Marshal's office also completed specialized education in the areas of firefighting and hazardous materials.

Listed is an in-depth look at the statistics for the Year 1989.

Responsibilities

The responsibilities of the Fire Marshal are as follows:

- The enforcement of the Connecticut Fire Safety Code.

- The investigation of the cause and origin of any fire or explosion in which property was damaged or people were injured.

- Conducting annual inspections of buildings and facilities used for public service or open to the public, and facilities used for manufacturing purposes.

- The regulation and enforcement of hazardous materials. This includes all employers who use or store materials outlined under the code of federal regulations.

- The regulation and enforcement of the use and storage of explosives.

- The regulation and enforcement of the transportation and storage of flammable liquids, compressed gases, and hazardous chemicals.

- Conducting design and plan review of new building construction for compliance with state and local codes.

- Collecting and maintaining vital statistics in regards to the local fire problem and burn injury rates, and submitting those on a state and national level.

- Providing the public with education and instruction on fire safety and fire prevention practices.

- The issuance of Open Burning Permits for approved agricultural purposes according to Department of Environmental Protection regulations.

Statistics

Investigations

Fire Alarms	70
Mallcious False Alarms	1
Trouble Alarms	4
Bomb Scares	2
Illegal Open Burning	1
Open Burning	3
Code Complaints	3
Electrical Problems/Wires Burning	2
Explosives	1
Appliance Fires (Washer/Dryer/Stove/Mower)	5
Brush Fires	14
Chlmney Fires	2
Dumpster Fires	1
Food Burning on Stove Fires	2
Gas Pump Fires	1
Outside Fires	1
Structure Fires	34
Transformer Fires	1
Vehicle Fires	23
Fuel Spills	12
Good Intent Calls	1
Hazardous Conditions	1
Incident: Drum in River	1
Incident: Hazardous Materials	2
Incident: Hydrant Struck	1

Incident: Plane Crash	1
Burn Injuries	1
Firefighter Injuries	5
Gas Leaks	23
Oil Leaks	1
Water Leaks	5
Lightning Strikes	5
Motor Vehicle Assistance/Extrication	3
Mutual Aid	1
Gas or Strange Odors	10
Power Lines Down	3
Smoke Scares	26
Stand-By	1

Total 274

Notifications

Alarm/Sprinkler System Restoration	18
Alarm/Sprinkler System Testing	41
Alarm, Hold	1
Alarms, Trouble	33
Apparatus Out of Service	6
Assistance	2
Blasting Complaints	6
Blasting Permits	4
Burning Permits	35
Camp Fires	2
Fire Drills	41
Fire Extinguisher Drills	2
Fire Hazard	3
Fire Watch	1
Fire Reported Out	1
Health Hazard	1

Hydrants In/Out of Service	14
Secure Rapid Entry Vaults	19
Stand-By	1
Water Main Break	1

Total 232

Field Activities

Annual Inspections	150
Licensing Inspections	45
Re-Inspections	44
Haz-Mat Inspections	127
Blasting Permit Inspections	25
Blasting Complaint Inspections	8
Code Consultation Inspections	37
Code Complaint Inspections	19
Certificate of Occupancy Inspections	71
Plan Review Inspections	51
Fire Protection System Inspections	57
Training Attended	62
Training Conducted	14
Meetings Attended	73
Public Education	38
Other Activities	110

Total 931

Office Activities

Construction Plan Review	88
Site Plan Review	59
Subdivision Plan Review	53
Hydrant Placement Plan Review	1

Code Consultation	41
Haz-Mat Report Processing	10
Administrative Review	13
Modification Requests	13
Time Extension Requests	4
902 Processing	641
Other Office Activities	21

Total 944

FINANCIAL ADMINISTRATION

Administration

The administration and supervision responsibilities include the divisions of Accounting, Property Assessment, Revenue Collection, and Town Clerk.

The Financial Administration Division includes the department director and the staff who handle insurance processing, purchasing and data processing activities. This office coordinates and prepares the annual town budget and the capital improvement program for the Town Manager. The staff also maintains the values of vehicles, equipment and buildings at cost for accounting requirements and for insurance requirements.

The firm of Scully and Wolf was selected for a second year to perform the annual audit for the fiscal year ended June 30th.



G. Ted Ellis

Director of Finance and Administrative Services

Purchasing

Purchasing activities apply to the acquisition process of consumable supplies, vehicles and equipment, and construction of buildings and roads. The purchasing agent works with staff representatives to prepare quotations and bids.

Statistics

Sealed Bids 63 Formal Quotes 75

Data Processing

Personnel Administration has been added as a new software application. Use of all applications was enhanced by providing additional terminals in offices of Personnel, Accounting, Purchasing and Financial Administration. Other general improvements were made for data storage and an uninterruptable power supply.

Insurance Program

The Insurance Advisory Committee made its recommendation to continue with our present insurance carrier in the renewal of our Property and Liability Insurance. Quotations received were reviewed with an "eye" to reducing premiums and increasing protection.

The committee has been actively addressing the rising cost of health insurance for the community as an employer. The committee has provided various alternatives to implement cost containment to the Town Manager and Town Council. The committee at the request of the Board of Finance, reviewed the Property/Casualty insurance package. With the assistance of Mr. Ronald Strine a report was presented and discussed.

The Department Safety Committee has recently started a training program for and by employees in First Aid for which the town was

awarded a Certificate of Merit by the Connecticut Inter-local Risk Management Association, its Worker's Compensation carrier.

Board of Finance

The Board of Finance is a bi-partisan body comprised of six members, each elected to a six year term. Two seats are open for election every two years. The board works closely throughout the year with both the Town Council and the Board of Education.

The Charter defines the functions 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. In addition, it authorizes and recommends transfers to and from specific funds during the fiscal year.

Under its direct authority, the board sets the annual mill rate after evaluation of the final budget approved by the Town Council. The board must also approve any non-budgeted appropriation in excess of \$5,000.

After years of vigorous and consistent support of the Capital Improvements Program, the board was pleased to know that the Town Council increased the amount of annual funds dedicated to the program (from 6% to 7%).

The town has enjoyed sound fiscal management and financial stability under this structure. The credit rating of Glastonbury has historically been high. It was particularly gratifying that it was increased yet again this year by Moody's from Double A to Double A Prime.

Glastonbury is one of only a few towns in Connecticut with both a Town Council form of government and a Board of Finance. History has shown that such a structure provides a strong system of checks and balances in regard to financial management.

Property Assessment

The October 1, 1988 net taxable Grand List increased by \$91,809,843 or 7.8% to a new total of \$1,265,322,863. This compares to the average annual increase for the past five non-revaluation years of 6.1%. Last year's increase was 7.4% or \$80.7 million.

Anticipated additional revenues for the 1989-1990 fiscal year from property taxation are estimated to be \$2,625,760 based upon the current tax rate of 28.6 mils. This amount represents approximately 2.1 mils based upon the new list.

ASSESSMENT SUMMARY (NET)

	1987	1988	Change	%
Real Estate	\$1,035,614,570	\$1,112,178,053	+\$76,563,483	+7.4
Personal Property	48,567,700	56,150,630	+7,582,930	+15.6
Motor Vehicles	89,330,750	96,994,180	+7,663,430	+8.6
Totals	\$1,173,513,020	\$1,265,322,863	+\$91,809,843	+7.8

The real estate growth of \$76.5 million breaks downs as follows: residential assessments increased \$49.8 million or 5.8% (versus \$43.8

million and 5.1% in 1987), commercial/Industrial assessments increased \$26.7 million or 14.7% (versus \$15.9 million and 8.7% in 1987).

ACCOUNT SUMMARY

	1987	1988	Change	%
Real Estate	11,450	12,108	+658	+5.7
Personal Property	1,328	1,462	+134	+10.1
Motor Vehicles	24,587	25,350	+763	+3.1
Totals	37,365	38,920	+1,555	+4.1

Collector of Revenue

The Collector of Revenue's office is committed to the performance of their appointed tasks of collecting all property taxes, sewer use and sewer assessment charges due the Town of Glastonbury.

The efforts of the tax office produced collections of 98.8% totalling \$33,650,711 for the 1987 Grand List. Prior year's taxes contributed a 76% collection amounting to \$370,298. In

September 1988 the tax office completed collections on the 30 units auctioned at Hale Farms. Those units brought in a total of \$279,593 in taxes, interest and lien fees. After five long years, the combined efforts of the tax office and Attorney William Fish of Tyler, Cooper & Alcorn, finalized this delinquency.

Sewer use collections totalled \$717,849 with a 98% collection for the current year and an 87% collection for prior years. Sewer assessments

and connection charges totalled \$263,208; interest and lien fees in all categories totalled \$393,835.

All functions of the office are related directly to statutory requirements under the laws of the State of Connecticut. Notices, due dates, interest rates and lien fees are all in accordance with the most recent State Statutes.

The collector's office continues to provide assistance and counseling to the public concerning property tax matters within their realm. Personal consultations with property owners failing to meet their tax obligations is always encouraged and preferable to enforced collection methods available to the office. The tax office is continually striving to maintain good public relations and keep the lines of communication open with the taxpayers.

Board of Tax Review

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 board heard six appeals on six properties on the 1988 Grand List. Of this total, four assessments were reduced while the remaining two properties were unchanged.

The final Grand List for October 1, 1988, as adjusted by the Board of Tax Review, totalled \$1,265,140,388.

The members of the Board of Tax Review are: Shaun O'Rourke, Chairman, James Corcoran, William Holmes, John Linderman and David Motycka.

Town Clerk

The Town Clerk's office is the center for public records and information including land records, vital statistics, elections, military discharges, notary publics, liquor permits, minutes of the numerous boards and commissions, and various licenses. The office also answers the numerous and varied questions which individuals have concerning the town.

The Town Clerk's office, which is mostly governed by State statute, is also a major collector of revenue for the State of Connecticut as well as for the town. Income for the 1988-89 fiscal year decreased by about 16% reflecting slower economic activity especially in the real estate market.

A referendum was held in August 1988 for the expansion of Firehouses No. 3 and No. 4 and appropriation of two million dollars for purchase of development rights and acquisition of land. Nineteen percent of those eligible voted. The first question passed by a majority of nearly 5 to 1 and the second by nearly 3 to 1.

The State Legislature passed new fees affecting the Town Clerk's office. These included the conveyance tax, land record recording fees, marriage licenses, copies of vital statistics, burial permits, late filings by campaign treasurers, and other copies.

In April 1989 your Town Clerk was elected President of the Connecticut Town Clerks Association.

Refer to the following page for a chart which reflects the revenues collected by the Town Clerk.

Registrars of Voters

The Registrars of Voters report a total of 2,454 new voters were registered from July 1, 1988 to June 30, 1989.

NEW VOTERS	PARTY	TOTALS
633	Democrat	5,554
900	Republican	6,222
921	Unaffiliated	5,451
2,454		17,227

On April 26th, 5,771 out of 16,182 eligible voters (36%) passed two questions: (1) to appropriate \$6,900,000 for renovations and improvements to Glastonbury High School and (2) to convey five acres of land to the Glastonbury Housing Authority for elderly congregate housing.

At an August 30th referendum 3,080 out of 16,110 eligible voters (19%) passed both questions: (1) to expand Firehouses No. 3 and No. 4 and (2) to appropriate money for land acquisition adjacent to the high school. 16,001 of the 17,745 eligible (90.2%) voted in the Presidential Election in November. 1,325 of those voted by Absentee or by Presidential ballot.

Voters may register during regular business hours in the Registrars' or Town Clerk's office in Town Hall. Evening registration sessions are held in the Registrars' office on the fourth Thursday of each month from January through September, from 7:00 to 9:00 P.M. For information on special sessions call the Registrars at 659-2711, extension 277 or 278.

COLLECTION - FOR TOWN GENERAL FUND			
	1986-87	1987-88	1988-89
Conveyance Tax	\$277,169.55	\$273,068.85	\$228,985.30
Recording Fees	203,384.25	170,636.30	144,975.11
Other Fees	8,788.10	9,891.65	8,721.30
Totals	\$489,341.90	\$453,596.80	\$382,681.71
COLLECTION - FOR STATE OF CONNECTICUT			
Hunting and Fishing Licenses	\$11,632.00	\$19,654.00	\$18,213.50
State Conveyance Tax	1,140,211.71	1,053,324.27	863,831.26
Totals	\$1,151,843.71	\$1,072,978.27	\$882,045.26
COLLECTION - FOR TOWN DOG FUND			
Sale of Dog Licenses	\$11,298.10	\$10,437.55	\$10,287.45
OTHER STATISTICS			
	1986-87	1987-88	1988-89
Births	269	305	292
Deaths	193	180	203
Marriages	349	368	383
Dog Licenses	2,585	2,669	2,469
Hunting and Fishing Licenses	1,467	2,387	2,214
Veterans' Discharges	58	71	77
Voters	221	320	265
Land Record Documents	12,373	9,216	7,784
Absentee Ballots	467	612	1,389
Liquor Permits	41	34	45

BOARD OF EDUCATION

The major responsibilities of the Board of Education are to maintain a high quality education program, meet the needs of growing student enrollment and to improve present facilities.

Along with providing our students with an ongoing, systematic program of instruction, Connecticut State laws also require that Boards of Education make a continuing study of the need for school facilities and of a long-term school building program and from time-to-time make recommendations based on the study to the town.

The program of instruction, particularly elementary education, presents us with a series of complex, interrelated problems. Partial resolutions of some of these concerns were achieved this year by the board. The study group which dealt with kindergarten and first grade presented their recommendations to the board. A notable suggestion was for extension of the kindergarten day. Still under study are other problems that relate to the remaining elementary curriculum. These will be on the agenda this coming year.

Planning for future space requirements has been the charge of the long-range study committee. Their final recommendations will be forwarded to the board in the Summer of 1989. The plan will consider anticipated growth in

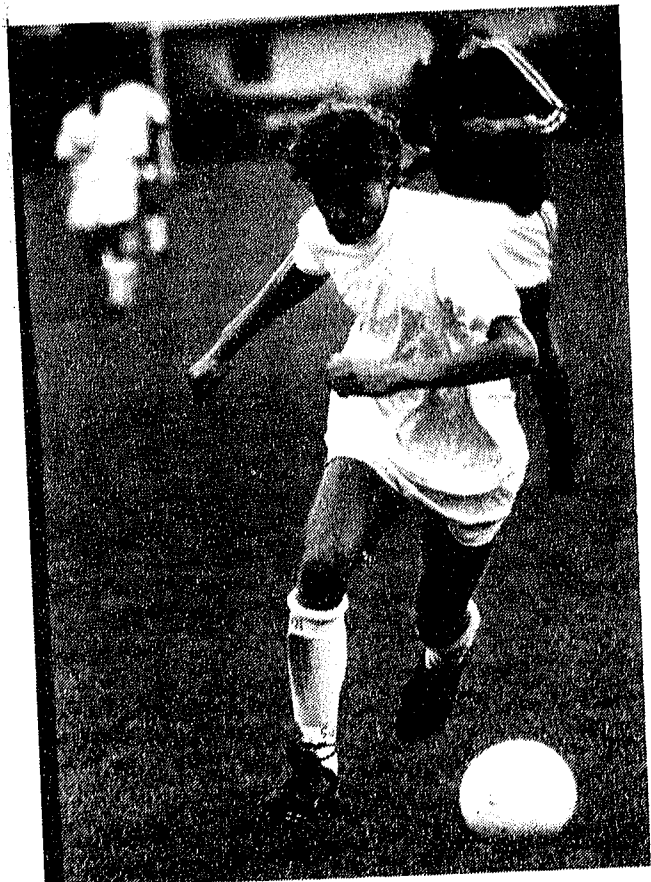
student numbers through the 1990's and will suggest options on how to accommodate students. The board will study these recommendations along with the architectural analysis of the elementary schools that shows the present need to improve facilities and suggests possible additions to schools to meet space requirements.

As part of the continuing effort to maintain existing facilities, the roof at Hebron Avenue School has been replaced and plans to repair the roof at Academy School are underway. Approval of the referendum to renovate Glastonbury High School has led to a year of finalization and approvals of plans. The board expects the bidding procedure and the selection of a general contractor to occur in the Fall of 1989.

While planning for curriculum and renovation of buildings have been active issues for the board members, the settlement of three contracts and the finalization of the budget were also areas of emphasis.

This coming year major concerns for the board relate to continuing the renewal of our curriculum and facilities and maintaining competitive staff salaries. Refining the staff evaluation plan and increasing our efforts to develop creative solutions for desegregation are two other areas of interest for the board. Continued attention to fiscal responsibilities is an area of major importance. A concern shared by

HIGHLIGHTS OF SCHOOL YEAR

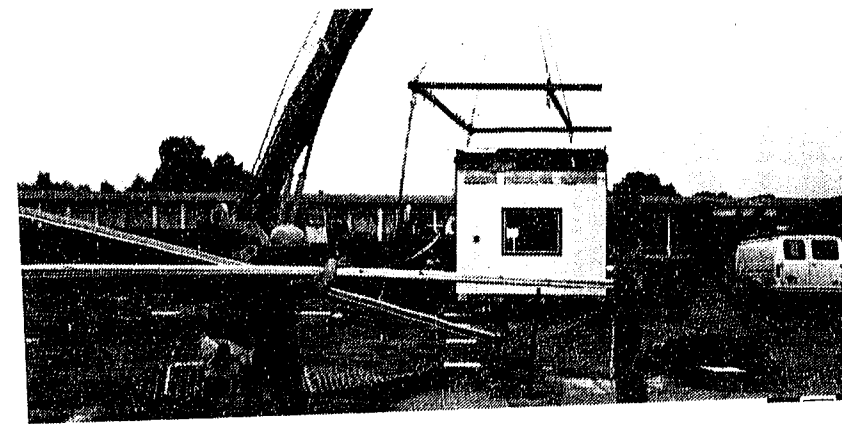


High School Senior Charles Baston chases down a loose ball.



Chris Macoy arriving for his first day of school.

Pictured above is construction of modular classrooms at Hebron Avenue School being used to help reduce overcrowding.



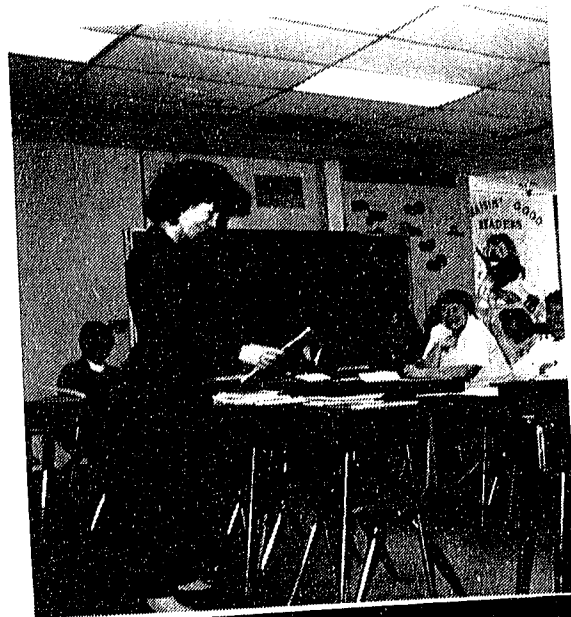


Elementary students enjoying one of the new PTO erected playscapes.



The annual Pumpkin Fair at Buttonball School sponsored by the school PTO.

Staff training is conducted on Wednesdays throughout the school year.



Members of the Glastonbury High School Swim Team cheer on their team members during a swim meet.



all Boards of Education is the strain on local finances created by State and Federal education funding problems combined with the growing demand for specialized programs.

We look forward to another educationally productive year. We share our pride in Glastonbury students and teachers. Some of the honors extended to our students and staff are: participation in the first Russian student exchange program, our four National Merit Scholars, the growing number of Glastonbury High School academic scholars, our fine standings in test scores, NASA science awards, and the many honors achieved by our faculty.

The board extends its thanks to the many residents, parents, teachers and others who helped extensively on our study committees. Our thanks also go to a dedicated administration, faculty and staff. Assisted by their continued efforts, we have been able to resolve many, diverse problems.

AUDITORS' STATEMENT

We have audited the general purpose financial statements of the Town of Glastonbury for the year ended June 30, 1989, and have issued our report thereon dated October 31, 1989. As part of our audit we made a study and evaluation of the system of internal accounting control to the extent we considered necessary to evaluate the system as required by generally accepted auditing

standards. For the purpose of this report, we have classified the significant internal accounting controls in the following categories: budgeting, cash and investments, receivables, inventories, property and equipment, accounts payable and accrued liabilities, long-term debt, purchasing and receiving, revenues and expenditures (payroll and non-payroll), and financial reporting. Our study included all of the control categories listed above. The purpose of our study and evaluation was to determine the nature, timing, and extent of the auditing procedures necessary for expressing an opinion on the town's financial statements. Our study and evaluation was more limited than would be necessary to express an opinion on the system of internal accounting control taken as a whole or on any of the categories of controls identified above.

The management of the Town of Glastonbury is responsible for establishing and maintaining a system of internal accounting control. In fulfilling this responsibility, estimates and judgement by management are required to assess the expected benefits and related costs of control procedures. The objectives of a system are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles. Because of inherent

limitations in any system of internal accounting control, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the system to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the degree of compliance with the procedures may deteriorate.

Out study and evaluation made for the limited purpose described in the first paragraph would not necessarily disclose all material weaknesses in the system. Accordingly, we do not express an opinion on the system of internal accounting control of the Town of Glastonbury, taken as a whole or on any of the categories of controls identified in the first paragraph. However, our study and evaluation disclosed no condition that we believe to be a material weakness.

Although our review of internal controls did not disclose any material weaknesses which would require disclosure under generally accepted auditing standards, we noted the following matters which are offered as constructive suggestions for your consideration as part of the ongoing process of modifying and improving accounting controls and administrative practices.

General Government

Pension Funding

The town has an active capital improvement program which will require significant bonding and interaction with financial institutions and rating agencies. One indicator which receives review and evaluation during this process is pension funding policies. It is extremely important to make contributions to the pension fund in accordance with actuarial requirements.

During 1988-89 the town's contribution did not meet the actuarial funding requirements by \$254,000. The pension cost for the year is understated by \$254,000 and is not recorded in accordance with generally accepted accounting principles.

We strongly recommend that the town make contributions to the pension fund in accordance with generally accepted accounting principles and actuarial requirements.

Sewer Operating Fund

The Sewer Operating Fund had a deficit of \$118,400 at June 30, 1989. All town funds should maintain adequate fund balance levels in order to avoid an accumulated deficit. Budget procedures should be developed to safeguard against deficits.

Board of Education

Accounting Records - Balancing

The detail subsidiary records for the Board of Education were not in balance with control totals during 1988-89. Reconciliation procedures were not in place to balance the records within the Board of Education and control totals did not agree with the cash balances maintained by the Finance Department. Several months were required to reduce the unlocated difference to \$14,100.

We recommend that a review be made of the current procedures employed by the Board of Education in order to avoid a future problem within the department. Additionally, we suggest that the staffing requirements of the board be reviewed.

Duplicate Payments

We noted, during our audit, that several duplicate payments and overpayments were made during 1988-89; one payment was approximately \$67,000. Refunds were received from the vendors during the year. The overpayments generally resulted from the payment of "statements" instead of original invoices.

We recommend that the bill payment process be reviewed and upgraded in order to ensure

adequate control over town funds. Only original invoices should be processed for payment.

Information required by the State of Connecticut Office of Policy and Management

The following comments are included herein as required by the State of Connecticut Office of Policy and Management "General Instructions and Auditing Guide for Independent Public Accountants Engaged in Municipal Auditing":

- The accounting records of the municipality were generally maintained in a satisfactory manner.

- Any significant conflicts between local legal requirements and generally accepted accounting principles are adequately disclosed in the financial statements and the notes thereto.

* * *

This report is intended solely for the use of management and Federal and State audit agencies providing funds to the Town of Glastonbury and should not be used for any other purpose. This restriction is not intended to limit the distribution of this report, which, upon acceptance by the town, is a matter of public record.

Scully & Wolf
Certified Public Accountants
Glastonbury

GLASTONBURY COMBINED BALANCE SHEET, ALL FUND TYPES AND ACCOUNT GROUPS,
 GOVERNMENTAL FUND TYPES

	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS
<u>Assets and Other Debits</u>			
ASSETS:	\$3,359,511	\$4,680,939	\$3,650,628
Cash and temporary cash investments	875,000	1,314,394	
Investments		57,523	27,000
Receivables:			
Intergovernmental	536,161	1,326,491	
Property taxes		11,013	8,157
Assessments and use charges	91,185	94,479	1,692,476
Other	268,157	47,948	
Due from other funds	188,688		
Inventory, at cost			
Fixed assets			
OTHER DEBITS:			
Amounts to be provided for retirement of debt	\$5,318,702	\$7,532,787	\$5,378,261
TOTAL			
<u>Liabilities, Equity, and Other Credits</u>			
LIABILITIES:	\$372,526	\$13,229	\$60,215
Accounts and other payables	11,060	1,967,499	76,553
Due to other funds	1,718,354	26,000	
Due to developers for escrow deposits			
Due to student groups and others	403,433	1,442,297	
Deferred revenue			
Bonds and notes payable			
Compensated absences			
Capital lease obligations	\$2,505,373	\$3,449,025	\$136,768
Total liabilities			
EQUITY AND OTHER CREDITS:			
Investment in General Fixed Assets			1,430,702
Fund balance:	159,618	16,635	
Reserved for encumbrances			
Reserved for pension benefits			
Unreserved:	500,000		3,490,359
Designated for subsequent year's expenditures	1,077,398	85,000	320,432
Designated for specific purposes	1,076,313	3,982,127	5,241,493
Undesignated	2,813,329	4,083,762	\$5,378,261
Total equity and other credits	\$5,318,702	\$7,532,787	
TOTAL			

JUNE 30, 1989

FIDUCIARY FUND TYPES	ACCOUNT GROUPS		TOTALS	
	TRUST AND AGENCY	GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	(MEMORANDUM ONLY) JUNE 30
			1989	1988
	\$214,170		\$11,905,248	\$6,687,884
	16,882,062		19,071,456	18,219,052
			84,523	262,703
			536,161	558,842
			1,326,491	1,411,043
			111,050	383,454
	695		2,055,112	2,400,112
			236,636	236,668
		49,737,800	49,737,800	43,623,057
			8,935,989	8,935,989
			\$94,000,466	\$80,160,444
	\$17,096,927	\$49,737,800	\$8,935,989	\$6,377,729
			\$450,709	\$731,299
	\$4,739		2,055,112	2,400,112
			1,744,354	1,691,014
			1,561,398	1,197,516
	1,561,398		1,845,730	1,875,171
			7,135,000	4,895,000
			1,676,390	1,306,193
			124,599	176,536
			\$8,935,989	\$16,593,292
	\$1,566,137		\$14,272,841	
		49,737,800	49,737,800	43,623,057
			1,606,955	169,419
			15,393,548	13,229,149
	15,393,548		500,000	400,000
			4,756,283	3,621,214
			5,412,588	4,844,764
	103,526		77,407,174	65,887,603
	33,716			
	15,530,790	49,737,800	\$94,000,466	\$80,160,444
	\$17,096,927	\$49,737,800	\$8,935,989	

GLASTONBURY CAPITAL PROJECTS FUND - STATEMENT OF EXPENDITURES AND ENCUMBRANCES

	APPROPRIATIONS July 1, 1988	CURRENT APPROPRIATIONS	TRANSFERS AND CLOSED PROJECTS
Reserve Fund:			
General Government:			
Futures Fund/Land	\$133,200	\$245,000	
Academy Complex	300,000		
High Street Facility - VNA	433,200	245,000	
Total			
Public Safety:		300,000	
Communication System - Police	15,000	152	\$(201)
Fire Company Addition - 3 and 4	201,783		
Central Dispatch	15,000	20,000	
Ambulance Facility	231,783	320,152	(201)
Total			
Public Works:	336,485	22,136	
Main Street reconstruction	73,000		
Route 2/3 connector	71,000		
Naubuc Avenue reconstruction		30,000	
New London Turnpike modification		24,000	
Shoddy Mill Culvert	24,000		(85)
New London Pedestrian Bridge		15,100	(1,770)
State of Connecticut - redevelopment payback		26,000	
Candlewood Road study		25,000	
Town Hall emergency power	504,485	142,236	(1,855)
Total			
Parks and Recreation:		15,000	
Buckingham Park study	5,000		
Athletic Facility	9,000		
Senior Center	278,200		
Swimming pool	15,000	75,000	
Eastbury pool			

COMPARED WITH APPROPRIATIONS FOR THE YEAR ENDED JUNE 30, 1989

ADJUSTED APPROPRIATIONS JUNE 30, 1989	EXPENDED TO JULY 1, 1988	CURRENT EXPENDITURES	EXPENDED TO JUNE 30, 1989	ENCUMBRANCES JUNE 30, 1989	DESIGNATED FOR CAPITAL EXPENDITURES JUNE 30, 1989
\$133,200	\$10,000		\$10,000		\$123,200
245,000		\$245,000	245,000		
300,000	1,800	84,350	86,150	\$24,800	189,050
678,200	11,800	329,350	341,150	24,800	312,250
300,000		273,687	273,687	26,235	78
15,152	15,152		15,152		
201,582	201,582		201,582		
35,000	20	15,000	15,020	19,900	80
551,734	216,754	288,687	505,441	46,135	158
336,485	335,242	23	335,265		1,220
95,136	64,615	30,521	95,136		191
71,000	65,809		65,809	5,000	1,375
30,000	25	25,456	25,481	3,144	24,000
24,000					
23,915	23,304	611	23,915		
13,330		13,330	13,330		
26,000					26,000
25,000		2,500	2,500	22,100	400
644,866	488,995	72,441	561,436	30,244	53,186
15,000		10,039	10,039		4,961
5,000					5,000
9,000	7,925		7,925		1,075
278,200	15,000		15,000		263,200
90,000	14,763	10,000	24,763		65,237

(continued on next page)

GLASTONBURY CAPITAL PROJECTS FUND (continued from previous page)

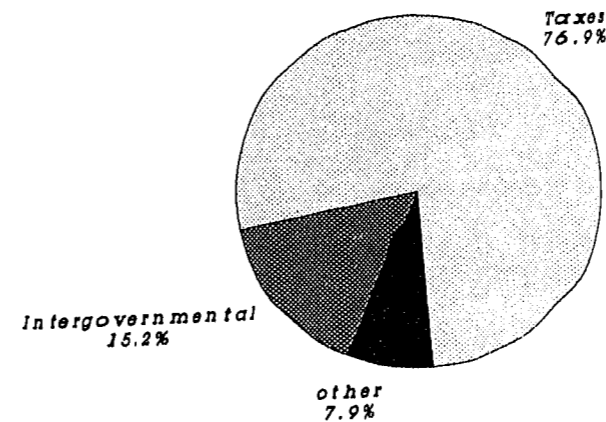
	APPROPRIATIONS July 1, 1988	CURRENT APPROPRIATIONS	TRANSFERS AND CLOSED PROJECTS
Parks and Recreation continued:			
Welles-Turner Library:			
Administrative	\$2,050	\$15,000	
Engineer	88,337		
J. B. Williams Park	85,000	5,000	
East Glastonbury Library		110,000	
Total	482,587		
Education:			
Roof replacement	988,500	120,000	\$(8,295)
Fire Violation	266,000		(177,032)
Building studies	100,000	296	
Academy roof		30,000	(296)
Oil Tank	100,000	338,100	
Vo-Ag Greenhouse	61,773		
Total	1,496,273	488,396	(185,623)
Total	3,148,328	1,305,784	(187,679)
Sewer Sinking Fund:			
Cicccone easement		6,000	
Minnechaug		30,000	
Roaring Brook leach field	21,000		
WWT Sludge Study	26,000		
Total	47,000	36,000	
Complex Funding/Grants:			
(Capital Projects):			
Hebron Avenue	250,000	223,687	
Town Aid Improved	131,313	20,022	
Town Aid Unimproved	143,361		(31,681)
Naubuc reconstruction	150,000		(26,486)
Building asbestos	91,500	30,000	
Tara Hill/Hebron Signal		278,528	
Main Street shoulder		6,900,000	
GHS renovation	40,468		
Neipsic Road		2,135,000	
Firehouses 3 and 4	976,318		
WPC Dyke construction	806,101	37,513	(718)
Oak Street construction	285,930	680,807	
Salmon Brook construction		10,305,557	(58,885)
Total	2,874,991	11,647,341	\$(346,564)
TOTAL	\$8,070,319		

ADJUSTED APPROPRIATIONS JUNE 30, 1988	EXPENDED TO JULY 1, 1988	CURRENT EXPENDITURES	EXPENDED TO JUNE 30, 1988	ENCUMBRANCES JUNE 30, 1988	DESIGNATED FOR CAPITAL EXPENDITURES JUNE 30, 1988
\$2,050	\$2,047		\$2,047		\$3
103,337	54,671	\$14,000	68,671	\$3,000	31,666
85,000	18,494	25,711	44,205	2,513	38,282
5,000				4,750	250
592,587	112,900	59,750	172,650	10,263	409,674
1,080,205	825,976	254,229	1,080,205		
88,968	58,119	30,849	88,968		
100,296	25,295		25,295	75,000	1
29,704					29,704
438,100	12,800	415,179	427,979	5,100	5,021
61,773	45,362	16,411	61,773		
1,799,046	967,552	716,668	1,684,220	80,100	34,726
4,266,433	1,798,001	1,466,896	3,264,897	191,542	809,994
6,000					6,000
30,000					30,000
21,000	24	10,000	10,024		10,976
26,000	24	18,000	18,024		7,976
83,000	48	28,000	28,048		54,952
250,000	123,072	35,093	158,165		91,835
355,000		136,292	136,392		218,708
163,383					163,383
118,319	5,637	112,782	118,319		
65,014	7,775	53,939	61,714	3,300	
30,000		30,000	30,000		
278,528		95,102	95,102	67,063	116,363
8,900,000		319,672	319,672	318,426	6,263,902
40,468	25	17,000	17,025	3,000	20,443
2,135,000		77,179	77,179	7,600	2,050,221
976,318	87,553	32,659	120,212	817,198	38,908
842,896	777,322	65,574	842,896		
966,737	54,783	840,510	895,293	24,573	46,871
13,121,663	1,056,067	1,815,802	2,871,869	1,239,160	9,010,634
\$17,471,096	\$2,854,116	\$3,310,698	\$6,164,814	\$1,430,702	\$9,875,580

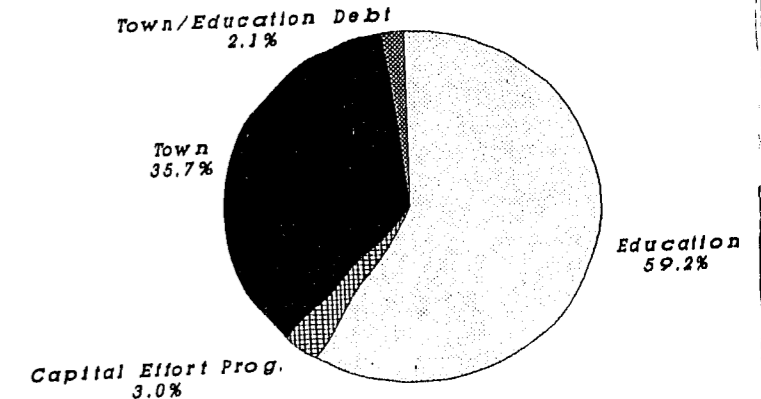
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 1989**

	AMENDED BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
Revenues:			\$20,365
Tax collector	\$34,236,197	\$34,268,562	(126,087)
Licenses and permits	585,500	459,413	251,473
Intergovernmental	6,511,060	6,762,533	17,027
Charges for services	853,500	870,527	410,692
Other revenue	801,349	1,211,941	573,370
Total revenues	42,987,606	43,560,976	
Expenditures:			3,142
Current:			14,187
General government	371,870	368,728	479,903
Community development	472,489	458,302	14,311
Public safety	4,073,702	3,593,799	2,630
Administrative services	4,228,582	4,214,271	9,105
Health	244,406	241,776	19,150
Human resources	605,462	596,357	4,887
Parks and recreation	996,767	977,617	428,094
Libraries	551,445	546,558	1
Public works	5,066,790	4,638,696	6,446
Contingency	36,660	36,659	805
Education	26,021,130	26,014,684	982,661
Debt service	921,935	921,130	
Total expenditures	43,591,238	42,608,577	1,556,031
Excess (deficiency) of revenues over expenditures	(603,632)	952,399	(11,069)
Other financing sources (uses):			
Operating transfers in	990,200	979,131	(11,069)
Operating transfers out	(1,328,480)	(1,328,480)	
Total	(338,280)	(349,349)	(11,069)
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	\$(941,912)	603,050	\$1,544,962
Fund balance, July 1		2,210,279	
Fund balance, June 30		\$2,813,329	

Where Revenue Comes From...



Where It's Spent...



**COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
FOR YEAR ENDED JUNE 30, 1989**

	GOVERNMENTAL FUND TYPES			FIDUCIARY	TOTALS	
	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS	FUND TYPES EXPENDABLE TRUST	(MEMORANDUM ONLY) JUNE 30,	JUNE 30,
					1989	1988
Revenues:					\$34,256,562	\$29,150,594
Property taxes	\$34,256,562				459,413	689,902
Licenses and permits	459,413			\$7,680	8,289,499	6,688,639
Intergovernmental	6,762,533	\$975,370	\$543,916		2,632,580	2,741,519
Charges for services	870,527	1,762,053		7,499	1,725,203	1,094,780
Interest	824,442	589,279	303,983	3,012	454,899	629,398
Other	387,499	96,069	(31,681)			
Total revenues	43,560,976	3,422,771	816,218	18,191	47,818,156	40,994,832
Expenditures:						
Current:					368,728	351,263
General government	368,728				459,305	374,537
Community development	458,302	1,003			3,612,195	3,225,386
Public Safety	3,593,799	18,396			4,346,575	3,759,363
Administrative services	4,214,271	132,304			241,776	228,277
Health	241,776				623,208	491,834
Human resources	596,357	26,851			991,473	898,578
Parks and recreation	977,617	13,856		12,147	558,705	490,332
Libraries	546,558				4,638,696	4,557,817
Public works	4,638,696				36,659	24,746
Contingency	36,659				27,412,763	23,232,091
Education	26,014,684	1,398,079		816	3,311,514	2,044,661
Capital outlay			3,310,698		921,130	1,010,289
Debt service	921,130				47,522,727	40,689,174
Total expenditures	42,608,577	1,590,489	3,310,698	12,963	47,522,727	40,689,174
Excess (deficiency) of revenues over expenditures	952,399	1,832,282	(2,494,480)	5,228	295,429	305,658
Other financing sources (uses):						
Bonds and bond anticipation notes proceeds			2,945,000		2,945,000	285,000
Operating transfers in	979,131	1,417,404	1,505,335		3,901,870	3,681,004
Operating transfers out	(1,328,480)	(2,484,466)	(88,924)		(3,901,870)	(3,681,004)
Total other financing sources (uses)	(349,349)	(1,067,062)	4,361,411		2,945,000	285,000
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	603,050	765,220	1,866,931	5,228	3,240,429	590,658
Fund balance, July 1	2,210,279	3,318,542	3,374,562	132,014	9,035,397	8,444,739
Fund balance, June 30	\$2,813,329	\$4,083,762	\$5,241,493	\$137,242	\$12,275,826	\$9,035,397

**TOWN OF GLASTONBURY
GENERAL FUND
COMPARATIVE BALANCE SHEET
JUNE 30, 1989 AND 1988**

	1989	1988
ASSETS		
Cash and temporary cash investments	\$3,359,511	\$1,712,736
Investments	875,000	2,005,000
Receivables:		
Property taxes	536,161	558,842
Other	91,185	206,255
Due from other funds	268,157	159,206
Inventory at cost	188,688	193,074
Total	\$5,318,702	\$4,835,113
LIABILITIES AND FUND BALANCE		
Liabilities:		
Accounts and other payables	\$372,526	\$542,368
Due to other funds	11,060	30,859
Due to developers for escrow deposits	1,718,354	1,678,014
Deferred revenues	403,433	373,593
Total liabilities	2,505,373	2,624,834
Fund balance:		
Reserved for encumbrances	159,618	50,391
Designated for subsequent year's budget	500,000	400,000
Unreserved:		
Designated for specific purposes	1,077,398	303,731
Undesignated fund balance	1,076,313	1,456,157
Total fund balance	2,813,329	2,210,279
Total	\$5,318,702	\$4,835,113

TOWN OFFICIALS

Elected Officials

BOARD OF EDUCATION

Forbes Warren
Inez Hemlock
B. Kent Sleath
Joan Pfeffer
Donald Hamer
Coleen Sellg
Alice Maggi
Helen Stern

BOARD OF FINANCE

Term: 6 Years (6 members)
Meetings: 3rd Tuesday

Edward McCabe
Diane Northrop
Roman Sywak
Walter F. Hemlock
James R. McIntosh
Constantine Constantine

BOARD OF TAX REVIEW

Term: 4 Years (5 members)
Meetings: As Required

David Motycka
William Holmes
John Linderman
Susan O'Rourke
Dennis C. Cavanaugh

FIRE COMMISSION

Term: 6 Years (6 members)
Meetings: 2nd & 4th
Thursdays

Kurt Cavanaugh
Gilbert Spencer
Steven F. Hinchey
Edward P. Urbansky, Jr.
Timothy Low
Carol Ruff

TOWN COUNCIL

Term: 2 years (9 members)
Meetings: 2nd & 4th
Tuesdays

Paul Munns (resigned 12/88)
Patriola Low
Thomas P. Gullotta
Charles Monaco
William Constantine
Sonya Googins
Paul Nye (appointed 1/89)
Robert Jenkins
Martha Pinney

ZONING BOARD OF APPEALS

Term: 4 Years (5 members,
3 alternates)
Meetings: 1st Monday

Gerald Daly
Richard C. Brown

Sandra O'Leary
Robert Gamer
David Monaco

Alternates:

Lou Jonah
David Norige
Samuel McGill

REGISTRARS

Joan Kemble
Carolyn S. Larsen

PROBATE JUDGE

Donald F. Auchter

STATE REPRESENTATIVE

Robert Bowden (31st District)
Paul Munns (9th District)

STATE SENATOR

Michael Meotti

U.S. REPRESENTATIVE

Barbara Kennelly

Appointed Officials

AGRICULTURAL ADVISORY COMMITTEE

(Appointed by Chairman of
Town Council on 12/8/87)

Mario Accornero
Louis Bussa
Donald Prell
Henry Rose
J. Baylis Earle (Chairman)
Richard Ferrari
Deborah McIntosh
Michael Longo

BUILDING BOARD OF APPEALS/CODE REV. COMMITTEE

Term: 5 Years (5 members)
Meetings: As Required

Calvin J. Carini
James W. Dutton
Larry Vallieres
David B. Cox
Graham Tyrol

CABLE TV ADVISORY COMMITTEE

(4 members including 1
Board of Education)

Chris Gullotta

COMMISSION ON AGING

Term: 4 Years (7 members)
Meetings: 4th Monday

Audrey Quinlan
Paul Love
Rocco D'Esopo
Patricia Clark
Margaret Meotti
Warren Kreiner
Kay Chester

COMMUNITY BEAUTIFICATION COMMITTEE

Term: 4 Years (7 members)
Meetings: 2nd Wednesday

Olga Corban
Robert G. Shipman
Dale Schutt
Marti Curtiss
Della Winans
Lewis Middleton
Linda Sellman

CONSERVATION COMMISSION (Town Manager's Appointment)

Term: 4 Years (7 members)
to Dec. 31st

Edward A. Richardson
Judy Harper
Karl J. Wagener
Peter M. Stern
James Bingham
Dana B. Waring
William Patrick

ECONOMIC DEVELOPMENT COMMISSION

Term: 4 Years (7 members)
Meetings: 1st Monday

Arthur VonPlachecki
Robert Mulcahy
Richard Katz
John Gavin
W. Michael Low
Walter Eley
Walter Cusson

FAIR RENT COMMISSION

(Appointed 3/14/89)

Raymond Hoffenberg
Frank Glantonio
Jean M. Andreen
Anna Maturro
John Hilton
John Roughan
Karen Rottner

FINE ARTS COMMISSION

Term: 4 Years (15
members)
Meetings: 2nd Monday

Audrey Holland
Judy Goodwin
Margot VonPlachecki
David Blanchard
Doris S. O'Rourke
James Casserly
Gladys Stedman
Patricia Atherlay

Lillian Loveland
Dr. Colby Stearns
Evelyn Prell
James Litwin
Jean Collins
Joan Dufford
Katherine Strough

GLASTONBURY HOUSING PARTNERSHIP

(Appointed 7/31/89)

Andrew Sherman
Lawrence Cole
George Rowe, Asst. VP
Howard O'Connell
Robert Arnold
George Allen
B. W. Erk

Barbard Ward
Sonya Googins
William Willett, Exec. Dir.
Kenith E. Leslie, Com. Dev.
Dir.

Robert Googins
Judy Harper
Camille Bushnell
Brian Tyrol
Ellen Carter

HISTORIC DISTRICT COMMISSION

Term: 5 Years (5 members,
3 alternates)
Meetings: As Required

Charles L. Miller
Mary Lou Barrett
Louise Walker

Thomas Theurkauf
E. Marston Moffatt

Alternates:

Sharon Purtill
Marcia Olsson
Galen (Hap) Shepard

HOUSING CODE OF APPEALS

Term: 2 Years (4 members)
Meetings: As required

Nelson C. L. Brown
Kristine Brown
George Purill
Nancy Murray

HUMAN RELATIONS COMMISSION

Term: 4 Years (9 members)
Meetings: 1st Thursday

Peter Preisner
Franklin Eichacker
Joanne Leventhal
Fran Pappas
Chandra Silno
Terri McCormick
Charles W. Brown
Richard Quintan
George Allen

INCORPORATORS OF THE FREE ACADEMY

Term: 6 Years (3 members)
Meetings: As required

Richard Mihm
Robert L. Henderson
William B. Glotzer

**INSURANCE ADVISORY
COMMITTEE**

Term: 2 Years (7 members)
Meetings: As required

Jack Sulger
Edward B. Eliason
Robert J. Hager
Donald Gorski
Robert Weingartner
David B. Canapari
John R. Manter

JURY COMMITTEE

Term: 1 Year (3 members
appointed every October by
the Town Manager)

A. Estelle Flanagan
Mary Lou Feeney
Lucretia Seidel

**OLDE TOWN TOURISM
BOARD**

Term: Unknown (3
members)
Meetings: As required

J. Bard McNulty
Ed Karnis
Deborah Lessne

**PERSONNEL APPEALS
BOARD**

Term: 6 Years (5 members)
Meetings: As Required

Arthur Colby, Jr.
John P. Higgins
John Kruse
Richard Katz
Eric Lessne

**PUBLIC BUILDINGS
COMMISSION**

Term: 4 Years (5 members)
2 Years (Bd. of Fin. member)
Meetings: 1st Wednesday

Herbert W. Behrens
H. David Megaw
Lee Palmer, Jr.
John Franckling
Barbara Scott
Forbes Warren (Haison)
Roman Sywak (Haison)

**PUBLIC HOUSING
AUTHORITY**

Term: 5 Years (5 members)
Meetings: 3rd Wednesday

James F. Noonan
Helen Behrens
Robert Googins
Zelda Lessne
Cheryl Deschene

**RECREATION
COMMISSION**

Term: 4 Years (6 members)
Meetings: 3rd Tuesday

Lynn Hazard
Nancy Klaffky
Richard Inslaga
Joseph Blacksten
Betsy Katz

SAFETY COMMITTEE

Term: 4 Years (7 members)
Meetings: 4th Monday

Arnold Higgins
Albert Phillips
Gloria Zwirn
Carol Hilton
Robert Mercier
Steven Moretta
William Ferris, Jr.

**STRATEGIC PLANNING
COMMITTEE**

Term: Not designated
(9 members)
Meetings: As required

Joseph Maggi
David Crow
Nancy Kent
Terri-Lynn McCormick
Lynn C. Kelly
Fred W. Sawyer, III
Tink Henderson
Marcia Erley
Richard Mihm

**TERCENTENNIAL
COMMITTEE**

Betsy Katz (Co-Chairman)
Galen (Hap) Shepard

Attorney Harvey Katz
Charles Arnes
Nancy Lepore
Donald Reed
Marjory McNulty
Tink Henderson (Co-
Chairman)
John Monaco

Ex-Officio Members

Patricia V. Low
Jean Greene
Nancy Berlet
Robert F. DiBella

**TOWN PLAN & ZONING
COMMISSION**

Term: 4 Years (6 members,
3 alternates)
Meetings: 1st & 3rd Tuesday

Paul F. Haas
Walter Casella
B. W. Erk
Elizabeth Karsten
H. Buhl Kent
William Olsson

Alternates:

Salvatore Squatrito
Thomas Sino
Barbara Nebb

**WATER POLLUTION
CONTROL AUTHORITY**

Term: 4 Years (7 members)

Meetings: 2nd & 4th
Wednesday

Stewart W. Beckett, III
Bradley E. Northrop
Peter Adamo
Charles Sheehan
Jorge Simon
Norman Fierravanti
William Habicht

**WELLES-TURNER LIBRARY
BOARD**

Term: 6 Years (6 members)
Meetings: 3rd Monday

Jane Brown
Betsy Dingledy
Mark K. Branse
Della Schultz
Blakeslee Lloyd
Martha A. Poole

**YOUTH & FAMILY
SERVICES COMMISSION**

Term: 4 Years (9 members)
Meetings: 2nd Wednesday

Raymond Rayburn
Shana Ellovich
Richard King
Susan Motyka
Stephen Jacoby
Susan Katibian
Donna Barnett
Sandra Rose
Lillian Tibbles



*Members of the Conservation Commission and Planning
and Zoning Commission often schedule site
visits to review proposals.*

Meeting Schedules - Boards, Commissions And Committees

Town Council	2nd and 4th Tuesday
Board of Education	1st and 3rd Tuesday
Board of Finance	3rd Tuesday
Board of Tax Review	As required
Building Board of Appeals/ Code Review Committee	As required
Commission on Aging	4th Monday
Community Beautification Committee	2nd Wednesday
Conservation Commission	2nd and 4th Thursday
Economic Development Commission	1st Monday
Fine Arts Commission	2nd Monday
Fire Commission	2nd and 4th Thursday
Historic District Commission	As needed
Strategic Planning Committee	As needed
Town Plan & Zoning Commission	1st and 3rd Tuesday
Public Housing Authority	3rd Wednesday
Recreation Commission	3rd Tuesday
Safety Committee	4th Monday
Water Pollution Control Authority	2nd and 4th Wednesday
Housing Code of Appeals	As needed
Human Relations Commission	1st Thursday
Incorporators of the Free Academy	As needed
Insurance Advisory Committee	As needed
Olde Town Tourism Board	As needed
Personnel Appeals Board	As needed
Public Buildings Commission	1st Wednesday
Welles-Turner Library Board	3rd Monday
Youth & Family Services Commission	2nd Wednesday
Zoning Board of Appeals	1st Monday
Fair Rent Commission	As needed

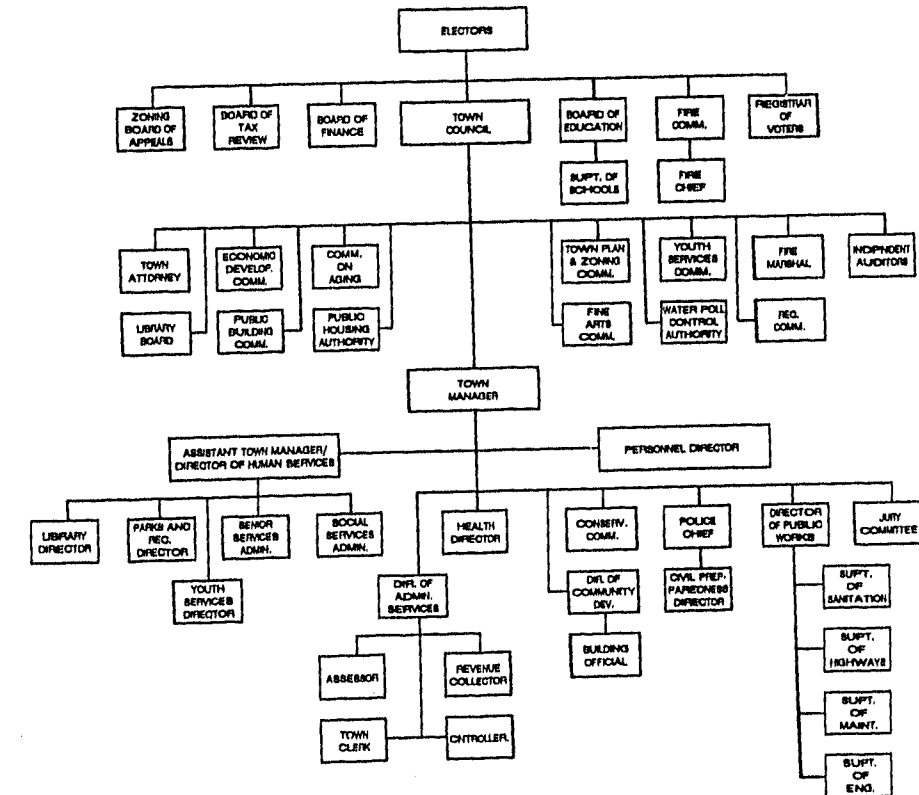
The above noted schedules are subject to modification during the year. All changes are recorded with the Town Clerk.

1990 - 1991

<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUGUST</u>
<u>S M T W T F S</u>	<u>S M T W T F S</u>	<u>S M T W T F S</u>	<u>S M T W T F S</u>
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<u>SEPTEMBER</u>	<u>OCTOBER</u>	<u>NOVEMBER</u>	<u>DECEMBER</u>
<u>S M T W T F S</u>	<u>S M T W T F S</u>	<u>S M T W T F S</u>	<u>S M T W T F S</u>
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<u>JANUARY</u>	<u>FEBRUARY</u>	<u>MARCH</u>	<u>APRIL</u>
<u>S M T W T F S</u>	<u>S M T W T F S</u>	<u>S M T W T F S</u>	<u>S M T W T F S</u>
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

TOWN ADMINISTRATION

Town Manager: Richard S. Borden Jr.
Assistant Town Manager/Director of Human Services: Richard J. Johnson
Chief of Police: James M. Thomas
Community Development Director: Kenith E. Leslie
Director of Finance and Administrative Services: G. Ted Ellis
Director of Public Works/Town Engineer: S. Robert Pryzby
Personnel Director: Nancy O. Franson
Assessor: Leon Jendrzejczyk
Building Official: Bernard A. Dion
Building Maintenance Superintendent: Ralph F. Mandeville Jr.
Civil Preparedness: Robert F. DiBella
Collector of Revenue: Madeline Rettberg
Controller: Lisa A. Martin
Director of Health: Richard Coppa
Engineering Superintendent: Chester G. Hamlin
Fire Chief: Marlo Accornero
Fire Marshal: Christopher Siwy
Highway Superintendent: Edward Carlini
Housing Authority Director: William Willett
Library Director: Roberta J. Depp
Parks & Recreation Director: Raymond E. Purtell
Purchasing Agent: John A. Maklaris
Sanitation Superintendent: Michael J. Bisi
Senior Services Administrator: Jennifer B. DiMauro
Social Services Administrator: Jo-Ann Dorn
Town Attorney: William S. Rogers
Town Clerk: Edward Friedeberg
Youth and Family Resources Director: Edmund J. Meincke



TELEPHONE DIRECTORY

Fire and Police Emergency 911

Routine Calls - Police Department 633-8301

<i>For Information On:</i>	<i>Call:</i>	<i>Phone:</i>	<i>Ext:</i>
Accounts Payable	Accounting	659-2711	244
Administration	Town Manager	659-2711	200
Assessment	Assessor	659-2711	267
Birth Certificates	Town Clerk	659-2711	268
Building Permits	Building Office	659-2711	221
Civil Preparedness	Civil Preparedness	659-6234	
Death Certificates	Town Clerk	659-2711	268
Deeds	Town Clerk	659-2711	268
Demolition Permits	Building Office	659-2711	221
Dog Licenses	Town Clerk	659-2711	268
Dog and Animal Problems	Animal Control Officer	633-8301	
Drainage Problems	Public Works	659-2711	344
Education	Superintendent	633-5231	
Electrical Permits	Building Office	659-2711	221
Elderly Dial-A-Ride	Senior Services	659-2711	295
Elderly Municipal Agent	Senior Services	659-2711	295
Engineering	Public Works	659-2711	344
Health Matters	Health Department	659-2711	281
Highways	Highway Superintendent	659-2711	361
Inland Wetlands	Community Development	659-2711	211
Landfill Permits	Public Works	659-2711	344
Library	Welles-Turner Library	659-2733	
Marriage Licenses	Town Clerk	659-2711	268
Nursing	Visiting Nurse Association	633-3521	

TELEPHONE DIRECTORY (continued)

<i>For Information On:</i>	<i>Call:</i>	<i>Phone:</i>	<i>Ext:</i>
Planning	Community Development	659-2711	211
Plumbing and Heating Permits	Building Office	659-2711	221
Probate Court	Judge	633-3723	
Recreation	Recreation Department	659-2711	317
Recreation Scheduling	Answering Machine	659-2731	
Registration of Voters	Registrars' Office	659-2711	278
Sanitary Inspection	Health Department	659-2711	281
Schools	Superintendent	633-5231	
Snow Removal and Streets	Highway Superintendent	659-2711	361
Street and Traffic Control	Police Department	633-8301	
Signs	Police Department	633-8301	
Taxes	Collector of Revenue	659-2711	251
Trees	Parks and Recreation	659-2711	316
Voting	Registrar of Voters	659-2711	278
Welfare	Social Services	659-2711	288
Youth Activities and Family Counseling	Youth and Family Resource Center	659-2711	300

NOTES:

