



# **Glastonbury**

**Connecticut**

# **Annual Report**

**1979-1980**



*People . . .*

## People and Progress

Glastonbury is rather unique in its spirit of small town cooperation combined with major industrial and commercial growth. Many things which could not be accomplished with the tax dollar are quietly handled on a volunteer basis by people who still care about their neighbors and their town.

Two such programs were instituted this year when volunteers installed the town-wide Vial of Life system; vials containing vital medical information for rescue teams were circulated to each household, to be placed in the refrigerator for ready reference. Initiated by the ambulance volunteers, the program's materials were donated by local business firms and circulated by many of the town's young people. The Junior Women's Club organized and coordinated the effort.

Hans Tschinkel, a town resident, spent hours of investigation and planning to provide and supervise a workable cleanup schedule for Cotton Hollow. Paths

were cleared and reconstructed and Cotton Hollow is on its way to being a haven for hikers and wildlife enthusiasts.

Many other volunteers work to benefit the town. For instance, all of the members on town boards and commissions, the Town Council and Board of Education work endless hours on a 'volunteer' basis. No one gets paid for the long meetings and endless paper work involved with serving the town.

Perhaps the continuing volume of volunteers is one of the reasons the town is an attractive place for industries seeking new areas. The advent of Amica on Western Boulevard opened up the proposed municipal industrial park which already has other potential tenants preparing plans.

Glastonbury's strength appears to be in its ability to remain 'small' while steadily developing a broader --and more profitable -- tax base.

Cover photographs: Cotton Hollow (left front) photo by Duffy; back photo of Amica by Dana Northrop.

The preparation of the Annual Town Report is required by Section 607 of the Town Charter, dated November 5, 1968.

The Annual Report this year has been prepared with the help of an advisory committee: Rita Borden, Marge Baecheler, Barbara Pond and Tink Henderson,

with Patricia Spelcher of the Town Manager's staff as project coordinator. Sincere thanks go to all committees, commissions and departments whose complete reports made the advisory group's work so much easier.

The photographs in this report have been made available through the courtesy of The Glastonbury Citizen.

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## *Town Manager's Report*

The following is my first report as Town Manager of Glastonbury. In summary form, we have outlined the Town of Glastonbury's activities for the fiscal period beginning July 1, 1979 and ending June 30, 1980.

Fiscal year 1980 was an excellent year with the Town finishing the period with a General Fund unappropriated surplus of \$763,301.

Other significant activities of the Town Government, of a varying impact, that merit highlighting, are outlined below. The outline is divided into two categories; first, a summary of significant activities of the Town, and secondly, operational or managerial type changes as follows:

### *Significant Activities:*

- A. A Comprehensive Salary Administration Program based on the merit or performance evaluation concept was developed in-house and adopted by the Town Council.
- B. Standard Road Design and Construction Specifications were developed in-house for submission to the Town Plan and Zoning Commission.

*Town Manager Dick Borden was hired in October, and relieved Assistant Town Manager Jerry Sitko of the double load of serving his own job and that of acting town manager. Borden has instituted some major changes in personnel procedures.*

- C. A Capital Budget Plan for a six year period was developed.
- D. Police activities increased substantially during the latter portion of the year, particularly in the area of major crimes, which placed an extremely difficult burden on the department.
- E. In June, a major fire, which was determined to be arson, gutted the Board of Education building and destroyed the central telephone switchboard.



- F. Final plans were approved for a first Annual Town Employees Summer Picnic to be attended by over 300 people.

### *Operational Changes:*

These changes are mainly managerial, procedural changes which are designed to streamline the organization, improve communications, or make the operation more efficient and thereby, reduce costs. Some examples of these operational changes that were implemented or started during the fiscal year are as follows:

- A. The disastrous Board of Education fire required that employees and equipment, as well as a new central telephone switchboard, be housed immediately in the Town Hall Council Chambers, and ultimately in the High Street School.
- B. Mr. Leon Jendrzeczyk was hired as the Town's Assessor in October 1979.
- C. The Manager's Office itself was reorganized to reduce cost and provide a more effective communication link between staff, citizens and policy makers.
- D. Near the close of the fiscal year, the Council approved a proposal and funds designed to conserve energy. The proposal authorized the purchase of fuel-efficient vehicles, and



*Assistant Town Manager Jerry Sitko*

*Carole Maynard became secretary to the Town Manager and the Council this year.*

the implementation of energy saving improvements to several of our buildings. These measures will help to contain energy costs during the 1980-81 budget period and on into the future.

I do hope that you will enjoy reading about the events and activities of your Town in the ensuing pages. Of course, our citizens are invited to offer their comments and suggestions at any time.

Richard S. Borden Jr.  
Town Manager



Janet Maher and Gus Constantine.

**Report from the Town Council** The Town Council began the 1979-80 year without an administrative head. By October recruitment was concluded and Richard S. Borden, Jr. became Glastonbury's second Town Manager. The next month the town elections changed the political majority and I was honored to become chairman of this Town Council.

As we are all aware, the year found Glastonbury struggling over growth and growth-related issues. Our town landfill is near the end of its useful life; the Town Office Building and police facilities are

*Being a member of the Town Council is demanding experience, but there are moments when informal discussion allows for a little levity and a less serious approach. The photographs on this page were taken purposely during the lighter minutes.*



Sonny Googins and Jim McIntosh

overcrowded, and Company 2's fire house is outdated, a new fire house needed. The Plan of Development is in need of updating and, of course, inflation and energy ran rampant. All these areas of concern were in addition to the critical concerns of a growing, maturing community.

In meeting these problems the Town Council established committees to delve into these areas of concern. Reports and actions on all these items



Henry Kinne and George Ripley

Joan Saglio



Bill Ferris and Allen Pfeffer



are forthcoming in the 1980/81 fiscal year and at this writing decisions are being formulated and made in these areas.

Glastonbury ended the fiscal year with a handsome budget surplus of \$763,301, a significant achievement in these inflationary times. A capital improvement program was reinstated to protect and properly plan our town.

At the request of the Town Council, the Town Planning and Zoning Commission considered and eliminated Village Centers in Buckingham and Bucks Corners.

Continued growth is occurring and being encouraged in our industrial area; AMICA Insurance has completed its building with an anticipated grand opening in early 1981. Arbor Acres expanded to move some of its facilities to Oak Street. Both of these developments and renovations will add considerable tax base to our Grand List.

The Town Council continues to encourage residents' and taxpayers' participation in government affairs - a valid and necessary ingredient to good government. Our town is attractive and has run well under our new Town Manager Dick Borden. Our citizens are serving us well and willingly in appointed and elected capacities.

Constantine Constantine,  
Chairman

**The Community Development** Division administers and provides staff support to the Town Plan and Zoning Commission, Conservation Commission, Economic Development Commission, Public Buildings Commission, Safety Committee, Beautification Committee and Heritage Committee.

Besides attending to the normal activities of administering and reviewing the applications brought before the various Commissions, the staff is heavily involved in the updating of the ten-year-old Plan of Development. The Plan will show the recommendations for the most desirable use of land and density within the municipality for residential, recreational, commercial, industrial and other purposes.

*Community Development*

*Director Dick Eigen*



*Jim Murray took over chairmanship of the Town Plan and Zoning Commission during this fiscal year.*

**The Town Plan and Zoning Commission**

Is a six member group with three alternates. Appointed by the Town Council, the commission reviews all sub-division applications, over which it has final authority, and makes recommendations to the Council for zoning changes.

Zone changes are reviewed by TPZ to check their aptness in the plan of development. The commission has the authority to reject a zone change, without recourse, if the change does not meet the development plan requirements.

**The Economic Development Commission**

promotes the investment of public monies in industrial growth when short-term returns can be realized by the Town.

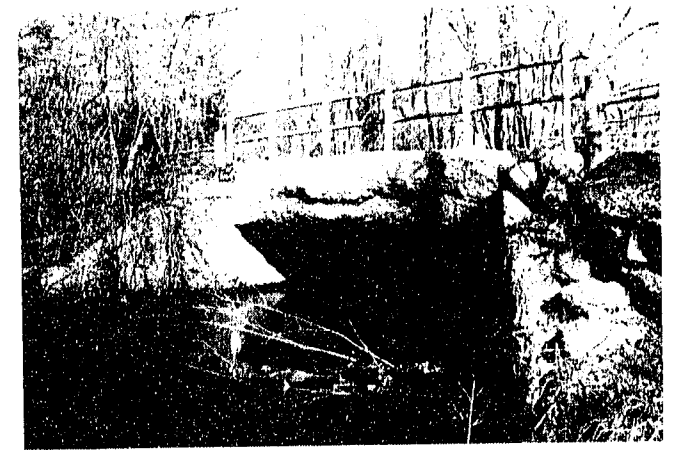
The economic welfare of the Town of Glastonbury depends upon the continued growth of industry and business. The primary responsibility of the Economic Development Commission is to control, promote and generally oversee the use of industrial zones of the Town.

**The Zoning Board of Appeals** during 1979-80 held twelve public hearings covering 115 applications from property owners. Of these, 93 were appeals for variances from the zoning regulations with 77 approved; 25 appeals for special exceptions with 22 approved; also, 2 applications required by state law were heard and approved. There was one appeal from a negative ruling by the Building Official, whose decision was upheld.

An elected board of five members and three alternates, the ZBA is charged with hearing and ruling on citizen appeals from requirements of the Town's zoning ordinances and adverse rulings by the Building Official.



*New business continued to find Glastonbury an attractive place to build; ground breaking ceremonies were held this spring for corporate offices of the National Association of Credit Management.*



**The Conservation Commission's** areas of concern are the preservation of open space, clean air and water, and a healthy environment.

During 1979-1980, the Conservation Commission dedicated much time to its role as regulator of activities affecting natural resources. It reviewed numerous development proposals and issued environmental impact statements concerning them. The Commission also continued its function as the Inland Wetlands and Water Courses Agency by issuing wetland permits and by taking major enforcement actions against those violating its regulations.

Commission goals for the upcoming years include the completion of its policy document - the Open Space and Natural Resources Plan; and the expansion of its educative function by providing the public with information on hazardous waste, sanitary waste recovery and energy savings.

**The Redevelopment Agency's** sole responsibility is to implement Glastonbury's urban renewal plan as it was approved by the Town's electors. The redevelopment of Glastonbury center moved toward completion in 1979-80. The project was financially settled, or "closed out" with the federal department of Housing and Urban Development (HUD). In addition, a small parcel (4-C) at the southeast corner of Main Street and New London Turnpike, was sold and developed as attractive offices for a local firm.

**The Building Department** In 1979-80 Issued 2,341 building permits. Of these, 169 were for single-family homes, with four two-family houses and one for a three-family conversion. Construction costs alone totaled \$8.6 million for the new housing. Costs for new commercial and industrial construction during the year was \$6.9 million.

The Department also conducted 3,019 inspections to ensure structural and fire safety and the adequacy of electrical, heating and plumbing systems. With increased costs for home heating oil and natural gas, more Glastonbury residents are supplementing heating systems with wood and coal stoves. The Department issued 155 stove permits (30 were for coal), and subsequently inspected the units to ensure their safety.

Some 110 complaints were investigated which dealt with building construction, gravel excavations, violations of zoning ordinances, and littering.

Revenues for the year were \$119,285, up from \$98,581 in 1978-79.

Only three parcels in the center business district remain to be developed: parcels 4 and 5 on the south side of New London Tpke. near Grove Street where condominiums, including fifteen units of moderate income housing, will be built; parcel 17 at the northeast corner of Hebron Avenue and New London Tpke. (formerly occupied by the Melzen family) where an office building and retail shops are proposed.

The Building Official's Office is under the division of Community Development. In addition to receiving applications and maintaining records for the Zoning Board of Appeals and Building Board of Appeals, the Building Official enforces the building zone regulations, building code, related mechanical codes, and serves as chairman of the Housing Code Board of Appeals.



*Building Inspector Bernie Dion and Fire Marshall Howard Horton work to keep new construction safe*

**The Probate Court**, as part of the State judicial system, operates under the supervision of the State Probate Administrator. The Judge is elected for a four year term in state elections.

The Court has jurisdiction over incapable, incompetent, mentally ill and mentally retarded persons; guardians of the estate and of the person of minors; removal of guardians and termination of parental rights; adoptions; sterilization proceedings; paternity matters; change of name; marriage waivers; decedent estates; and testamentary trust estates. In addition, the Court is an authorized passport processing agency and the Judge is authorized to perform marriage ceremonies. In

**The Town Attorney** is appointed by the Council as the town's official lawyer. Although the writer is designated as Town Attorney, the town is served by all members of the firm.

The duties of the Town Attorney generally fall into two categories - rendering of opinions and representing the town in court in actions either brought by the town or in which the town is sued.

Opinions are given to town officials as well as to boards and commissions. During the period covered by this report our opinions included one to the Zoning Board of Appeals advising that board that it did not have the power to impose fines as had been their custom. We gave an opinion regarding P.A.D. regulations and the giving of non-binding opinions by the Town Plan and Zoning Commission. Advice was given to the Police and Fire Departments on Freedom of Information matters.

striving to provide needed services in these intimate areas of people's lives, the Court shares with the town administration the problems and frustrations generated by inadequate space facilities.

One hundred fourteen decedent estates were opened this year. Sixty-four fiduciary accounts were approved. Eleven guardians were appointed for minors and eight conservators for incapable persons. Marriage waivers were granted to eight couples. Five change of name applications were approved. Three hundred six passport applications were processed.

The amendments to the Charter required that the Town Manager serve in accordance with the terms of a contract. In conjunction with a Council subcommittee I drafted the first contract for a town manager in Glastonbury.

In the area of litigation, we defended the Town and the members of the Charter Revision Commissions in a suit challenging the validity of the referendum which approved certain charter amendments. We are also defending zoning appeals and appeals from decisions of the Sewer Commission. We have been successful in recovering considerable sums in back taxes as a result of the institution of foreclosure actions.

The Board of Education was represented at a hearing before the Freedom of Information Commission and an appeal taken from the decision.

Respectfully submitted,  
Harvey Katz





**Welles-Turner Memorial Library** experienced an increase in use this year, perhaps attributable to the difficult economic times. The most frequent requests were for books on job information, resume writing, financial investment and how-to-do-it-yourself instruction. Good attendance at Friday night films, extra activity in the record album circulation and increased demands for fiction reflected a growing interest in free recreation.

The Children's Department programs continued to be met with good response. The pre-school story

*The pet show and the pajama story hour were among the favorite programs sponsored at Welles-Turner*

hours, the annual pet show, the summer reading program and the films were supplemented with a new feature—children came to the library at 7 p.m. in their pajamas, ready for bed, to hear something new or old in a bedtime story.

Membership in the Capitol Region Library Council enabled the library to supply rapid inter-library loan and delivery of materials. Library supplies are also available at lower cost. The Council has ap-

*Drug consortium chairman Judy Harper and Welles-Turner Memorial Librarian Elinor Hashim worked together to spread information on control of drug and alcohol use by children.*



proved purchase of a central computer—with towns to buy their own terminals—for better and quicker circulation service through automation.

Listed below are selected statistics demonstrating increased use of services and growth of the collection.

	1977-78	1978-79	1979-80
Circulation	207,014	214,172	218,050
Reference Questions	6,387	7,123	8,682
Book Collection	84,163	88,540	92,084





*The town's swimming holes got an upgrade this year. Eastbury was dredged and re-aligned. The Grange Pool, through the efforts of the Public Building Commission and a local pool builder, was reconstructed in record time at a reasonable cost.*

***The Parks and Recreation Department***

offers a variety of programs for age groups from pre-school through senior citizen to meet as many needs in the community as possible.

During 1979-1980, a bicycle repair clinic, indoor golf, jogging, aquatics and tennis programs, band concerts, senior citizen outings and yoga classes were held in addition to department activities traditionally supported, such as the Midget Football, Hartwell Soccer and Glastonbury Little Leagues.

Along with recreation programming, the department maintains and landscapes all parks and facilities, grounds around public buildings, open space preserves and school sports facilities.

Parks maintenance personnel are also responsible for snow and ice removal from all public buildings and elderly housing sites, field preparation for competition, and tree work, including removal, trimming and spraying.

The department's staff is continually searching for ways to improve existing programs and services and provide new activities in an effort to make quality recreation available for all Glastonbury residents.

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

During the past year, the Commission continued work on a long-range recreation plan of development. This important project will identify, document and definitively plan for recreation programs and facilities. Completion of the plan of development, and continued efforts to provide well-rounded recreation for the community, will be the primary tasks of the Commission for the next fiscal year.



***Senior Services*** currently offers programs for Glastonbury senior citizens including hot meals and free transportation. The Dial-A-Ride service provides free transportation within Glastonbury to any senior or handicapped person. A nutritious hot meal is served to seniors twice weekly at local churches.

The Gideon Welles Senior Center offers socialization, recreation and the opportunity to learn new skills. Medical consultations are also available at the Center, a service of the Visiting Nurse Association.

***The Commission on Aging***, appointed by the Town Council, assists and advises town staff on matters concerning the condition and needs of the elderly. Serving as a communications link between the Council, the seniors and the Department of Senior Services, the commission strives to improve and expand senior services.

The appointed group is actively involved with the Gideon Welles Senior Citizen Center which offers varied programs of recreation, information and instruction; it takes a concerned interest in Meals-on-Wheels, which delivers meals to those unable to shop or prepare their own. Other areas where the commission may act in an advisory capacity include housing, transportation, health and social services.

*Seniors enjoyed some good meals this year. Through town-sponsored agencies, Tuesdays and Thursdays were lunch days at churches in south and north Glastonbury. There were extras, too, such as the annual picnic at the Elks grounds.*



**Youth and Family Resource Center** assists

Glastonbury's young people and their families in coping with the social and emotional problems that many families encounter at some time.

The Youth/Elderly Employment Program found 1,418 full or part-time jobs for youth and senior citizen participants. The Creative Experiences Program involved 632 young people in various art and community activities.

In 1979-1980, this agency provided clinical services to 185 families or young people experiencing emotional problems.

*Volunteers constructed a barn for the Youth Services use, behind the building on Hubbard Street. Partial use of the new facility is devoted to props and costume storage for the two annual productions staged by town-wide participants. Youth Services' Chris Gullotta directs the bureau's shows, including "L'il Abner," above.*



*The Youth Services production of "Godspell" was a major hit, so much so that the cast was asked to take the show to the Old Stage in Hartford.*

**The Health Department** is the guardian of the town citizen's health and well-being. Preventive medicine, educational programs and watchdog supervision are the basic tools of the agency.

Regular inspections are also made of the landfill, which continues to be an exemplary operation. Unfortunately space is running out and the landfill's life is limited.

Communicable Diseases Reported (partial listing):

	1978-79	1979-80		1978-79	1979-80
Ameobic Dysentery	1	0	Salmonella	6	18
Chicken Pox	5	1	Syphilis	11	14
Gonorrhea	7	17	Tuberculosis	7	3
Infectious Mononucleosis	40	60	Strep Throat	308	663
			Meningitis	1	1

Environmental Inspections:

	1978-79	1979-80
Complaints Received	297	310
Insects & Rodents	70	170
Garbage & Rubbish	85	128
Sewerage	207	125
All Others	302	300
Totals	664	723

Routine Inspections:

	1978-79	1979-80
Food Service	711	947
Housing Code	360	380
Sewage Disposal System	537	612
Swimming Pools	122	156
All Others	1,346	722
Totals	3,076	2,817

The Glastonbury Visiting Nurse Association held 10 clinics and 93 children received services in the form of 83 physical examinations, 188 immunizations and

120 screenings. The flu immunization clinic for the elderly and chronically ill had 274 receiving inoculations.

**The Fine Arts Commission** promotes activities for, and participation in, the arts in Glastonbury, acting in unison with other boards, private organizations and individuals.

The Commission is compiling information on the Town's artists, musicians, writers and crafts people for a comprehensive arts directory.

1979-1980 programs included: chamber music; concerts at the Historical Society; a Dixieland jazz band concert; a flamenco dance performance; a free transportation service to the Hartford Symphony series; a bluegrass concert on the Center Green. Funds to support these activities were provided by Town organizations and citizens through an Arts Grant Program.

**The Housing Authority**, a five-member commission appointed by the Town Council, oversees management and operation of Welles Village, 199 units of town-owned low income housing, as well as Village Green and Center Village, each with 50 apartments for low income senior citizens.

Plans to construct 40 additional units of housing for the elderly at Village Green were approved during 1979-80. Construction is scheduled to begin in 1981. Plans are currently being made to carry out much needed improvements to Welles Village which was built during World War II.

The Housing Authority is a self-supporting agency receiving no subsidy from Town funds. Commissioners serve five year staggered terms.



Harvey Katz, left, resigned as Housing Authority chairman and went on to become the Town Attorney. Inez Hemlock took over the reigns of the Authority, which operates Welles Village and the two elderly housing complexes.



Welles Village renovation is one of the major concerns of the Housing Authority this year. Plans are underway to re-do the complex.

**The Social Services Department** provides aid to town residents who meet eligibility standards established by the State. The Department offers information and referral to appropriate Town and State agencies which can continue to help with a

specific problem.

Future plans include informational programs to the community with special emphasis on specific groups.



**The Town Clerk's Office** serves as the repository of the town's public records: vital statistics, land records, election counts, licenses, minutes of various boards and commissions.

Asked to name the three things which had the greatest impact on his office during the year, Town Clerk Ed Friedeberg selected the first State Presidential Preference Primary, approval of funds for re-codification of the Town Code, and the state mandated increase of \$1 in the cost of vital statistics to the public. The primary created many additional hours of work before, during and after the vote; the Town Clerk is coordinating the recodification, requiring extra hours of attention to the updating of the code. The \$1 increase in statistical information may, to some extent, offset decreasing volume in other areas.

Through collection of fees for the town (conveyance taxes, recording and other fees), for the state (hunting and fishing licenses and majority cards), and for the town dog fund (licenses), the Town Clerk took in a total of \$151,268.79, an increase of 6% over the previous year.

(Continued next page)

Town Clerk Ed Friedeberg faced his first Presidential Preferential Primary this year.

Collection For:	1977-1978	Fiscal Year 1978-1979	1979-1980
Town General Fund	\$107,568.21	\$118,454.90	\$125,752.74
State of Connecticut	14,387.50	14,533.00	15,243.00
Town Dog Fund	12,948.70	10,898.95	10,273.05



The town vault is the repository for all permanent town records.

Other Statistics:	1977-1978	1978-1979	1979-1980
Births	257	244	237
Deaths	156	160	175
Marriages	275	289	315
Voters	324	323	462
Dog Licenses	2,701	2,460	2,257
Land Record Documents	5,377	5,069	4,839

**Elections and Referenda:** The local election in November, 1979, saw a change in political leadership from a 6-3 Republican majority to a 5-4 Democratic majority. On September 11 of that year, the first Republican primary was held for

Council candidacy. The challengers were unsuccessful. Seven referenda questions were asked on the November ballot. The electorate's decisions are shown below:

Summary of Questions	No	Yes
Appropriate \$600,000 for Main St. Reconstruction	6011	1714
Appropriate \$1 million for farm land purchase	4638	3035
Provision for budget referendum	4421	2883
Increase in maximum land value for referendum	4157	3089
Changing 'Council Chairman' to 'Mayor'	4656	2749
Establishing a contract for Town Manager	3031	4233
Correct Charter provisions to coincide with state statutes	3735	3285



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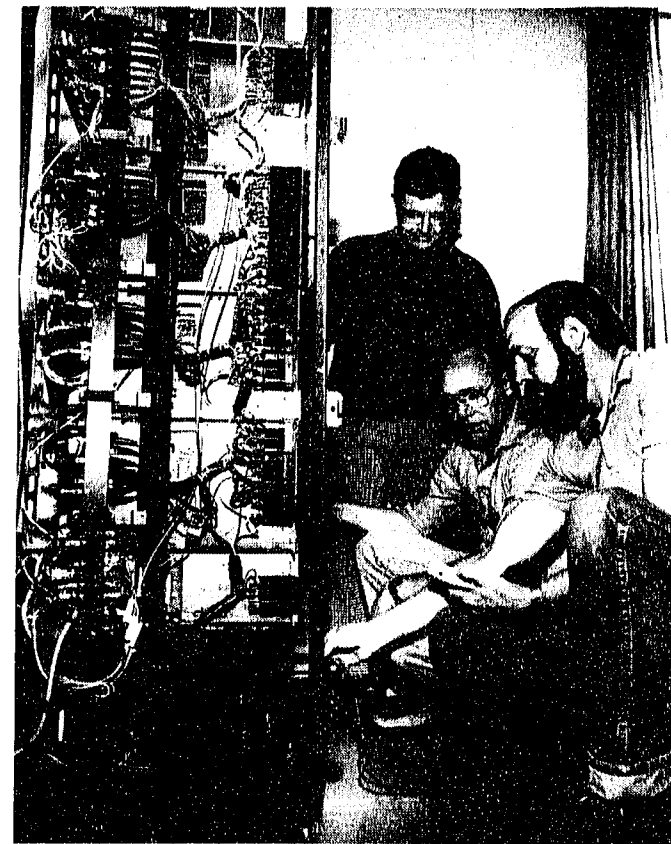
**The Registrars of Voters** reported that March, 1980 saw the first Presidential Preferential Primary in Connecticut history. Locally, 56% of the Republicans and 40% of the Democrats voted.

Voter Registration Sessions are held on the fourth Thursday of every month from 7:00 p.m. to 9:00 p.m. in the Registrars' Office at the Town Office Building. Voters may register daily from 8:30 a.m. to 4:30 p.m. in the office of the Registrars or the Town Clerk.

A total of 1,494 voters were registered from July 1, 1979 through June 30, 1980 with the following results:

New Voters	Party	Totals
478	Democrats	4,924
526	Republicans	5,273
480	Unaffiliated	4,388
1,494	TOTALS	14,585

*Registrars of Voters Lynne Larsen and Joan Kemble had one of their busiest years on record, with primaries, presidential elections, and new election laws.*



*Following the Board of Education building fire, the Public Works Department Director Bob Pryzby worked all Sunday and Sunday night with Southern New England Telephone Company staff to restore telephone service to the town administration by the opening of the business day Monday.*

**The Department of Public Works** is responsible for all town engineering work and maintenance of town-owned roads, land, vehicles, buildings, Sewage Treatment Plant and the landfill.

The Engineering Group worked on the completion of the drainage layout plans which will give a complete layout of the drainage system in the Town of Glastonbury. Engineering studies were reviewed and undertaken for the Parker Terrace Pump Station replacement, the Roaring Brook leaching field replacement and a portion of the comprehensive drainage study.

In the Streets Group, efforts were concentrated on road patching, traffic sign maintenance and the painting of all dump truck bodies to prevent further rusting. Other activities centered about the normal spring cleanup and repairs. All streets were swept at least once, removing 1,000 cubic yards of material. Many sewer manholes were repaired due to deteriorating brick. Over 1,000 (30%) catch basins were cleaned and over 12,000 feet of sanitary sewer lines flushed by one crew in the spring.

For Fleet Maintenance, budget restraints affected the work activity. Parts purchases for one quarter were \$17,273 versus \$36,567 in the previous quarter. The fleet had a three month usage of 413,339 miles and used 66,331 gallons of fuel for a 6.23 miles/gallon average. There were 709 repair orders completed. Of concern to the staff is that the fleet averaged only 116.7 miles per hour of

Continued next page  
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(Continued)

mechanics' time. Improvements to this figure are planned by enforcing a more rigorous preventive maintenance program. However, general fleet age and condition are negative factors which can only be overcome through a planned replacement program.

In Building Maintenance, the work activities were assigned primarily to keep the facilities operating. The major renovation work at Youth Services was 98% completed by the Building Maintenance personnel. The main concern in Building Maintenance is that the staff is sacrificing preventive maintenance because of repairs required to keep the facilities functioning.

The Water Pollution Control Facility (Sewage Treatment Plant) has been operating at the now-expected high standard level. Improvements to chlorination, lime, polymer and hi-level alarm systems have increased the efficiency of plant and pump station operations. In addition, the polymer bulk storage tank was installed and made operational. A major problem to be resolved is the cost of sludge disposal. The staff is studying various alternatives and will issue a report early in 1980-1981.

The landfill and bulky waste areas were subject to the normal spring problems of litter cleanup and high usage by residents. Another lift was started at the landfill early in the Spring. Plans for handling refuse after the landfill is filled are being studied.

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**The Public Buildings Commission,** In 1979-1980, completed the feasibility study of the High Street School, which recommended that, with minor renovations, the school could be used for temporary office space. The Public Works Department and some Board of Education departments are now occupying office space in this building.

The Commission also undertook the planning of Company 2 Firehouse, the renovation and construction of the science wing at the High School, expansion of the Ambulance Building, and consideration of the future of the fire-damaged Board of Education building.

**The Sewer Commission** consists of seven members who are appointed by the Town Council on a biennial basis. The duties and powers include operating the sewer system and establishing and revising rules and regulations concerning it, and levying sewer use assessments.

Some of the accomplishments of 1979-1980 were the Apple Hill/Hale Road Project, the Rosewood Subdivision, Dutton Place PAD, Murray Subdivision, Rotary Fields, Greentree Subdivision, Bayberry Hill Subdivision and Oakwood Drive to Commerce Street.

The total amount of sanitary sewers installed for all projects was 25,700 lineal feet.



Police Chief Francis Hoffman

**The Police Department** this year started a directed patrol program, combined with other strategies based on statistical analysis of data received from its Management Information System. A daily foot patrol of Special Officers was initiated at the center of town during the evening hours to combat a disturbing increase in so-called street crime.

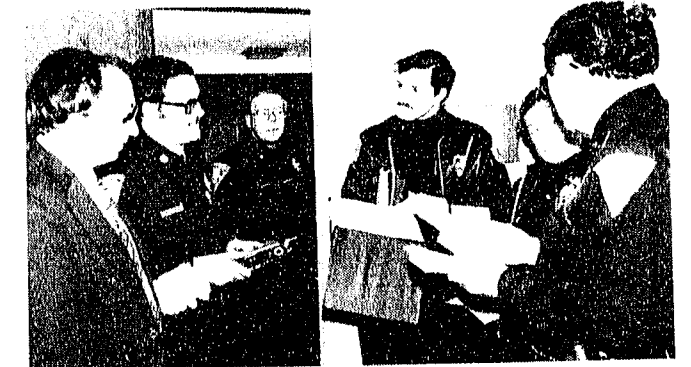
These tactics, plus cooperation of the staff, are held responsible for a 17% reduction in serious crime.

Although the percentages show a decrease, the department was hit with an outburst of major crimes—murder and arson. Such crimes are extremely complex and require an exorbitant number of police man hours from the local staff and from state and federal agencies called in to assist.

The shortage of adequate space for the police facility has intensified during the past year. There wasn't room within the department to contain the murder investigation and a separate headquarters had to be established in a private facility.

Cramped quarters at the Town Hall continued to make efficient day to day operation difficult. A solution to the police space problem in the very near future is essential to insure continuation of the best possible service to the community.

(Continued next page)

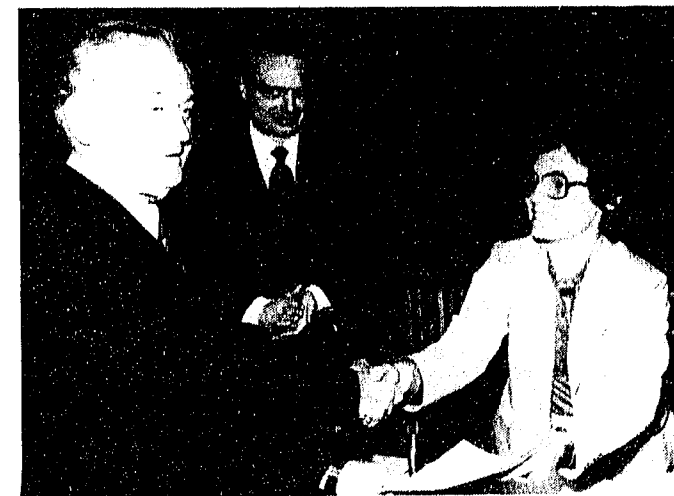


Police headquarters are a little crowded these days. Many of the staff meetings are held in halls.

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Crime Statistics	1978-79	1979-80	% Change
Serious Crimes - burglary, assault, rape, arson, murder	1,073	890	- 17
Less serious crimes - trespassing, disorderly conduct	5,095	4,986	- 2
Traffic activity	6,016	6,033	+ .3
Police service calls - dog calls, fires, medical assists, escorts	7,639	7,301	- 4
Totals	19,823	19,210	- 3

Special headquarters were set up for a murder investigation. State and local agencies were involved in the round the clock push.

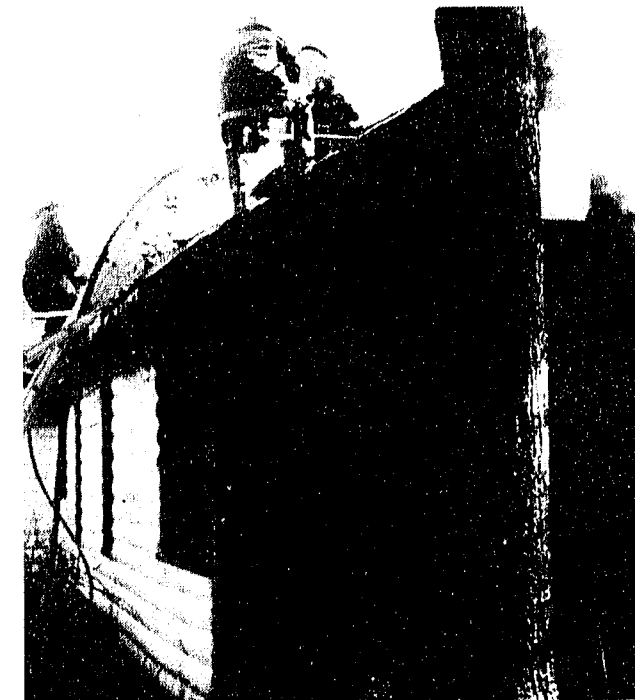


Ed Siwy was honored by the Town Council after serving more than 45 years with the fire department as fireman and fire chief. Majority Leader Janet Maher presents Siwy with a resolution of thanks and commendation, watched by Vice Chairman Jim McIntosh.

### ***The Fire Commission and Fire Department Combined Report***

The local volunteer fire department is made up of 155 members who must respond to every fire within the town's borders. Four fire companies serve the more than 50 square miles. Firemen buy much of their own accessory equipment such as pagers. To date they have purchased between 60 and 70 of the units at a cost of about \$300 each.

The so-called social end of the firefighters' operation is involved with underwriting youth group activities in many fields. Sports teams are sponsored and scholarships go to young students through funds raised by the firemen. (Continued next page).



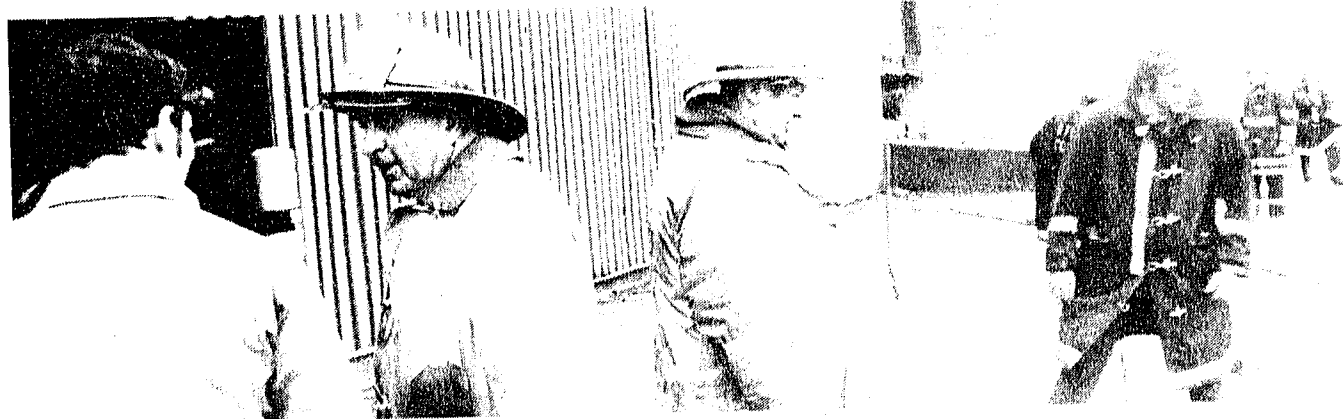
One of the problems faced by local firemen is reaching the blaze. This home was located hundreds of yards back in the woods, but reach it they did, in freezing weather, and managed to save a large part of the house.



Fire commissioners and firemen are equally anxious to have more people aware of the hazards of fire.

Recent nationwide fire tragedies resulting in large losses of life have dramatically increased public awareness. A citizen is stunned by the news that 84 persons perished in the MGM Hotel fire, but shows little concern upon hearing that during 1979 there were 5,765 lives lost to fire in residences with only 140 of them in hotels and motels. The remaining 5,625 perished in other types of residential occupancies with over 4,000 in one and two-family homes.

Firefighters urge citizens to take a portion of present awareness of hotel tragedies over which the occupant has little control, and direct the concern to their own homes where they do control many of the factors leading to tragedy from fire. Make the home safe from fire, and remember that nearly all those who escape from fires are out of the building before the fire department arrives.



### *Summary of Emergency Alarms*

Brush and grass fires 118  
Motor vehicles and accidents 105  
Home and building fires 96  
Barn fires 2  
Home appliance fires 26  
Chimney and wood stoves 36  
School false alarms 12  
Other false alarms 13  
Drownings and river rescue 4  
Miscellaneous 56  
(search - frozen pipes - water in basement)  
Total alarms 468

*Fire Commissioner Bill Constantine, Assistant fire chief Marlo Accornero, and new chief Tom Manager supervise at almost every town fire. At Nap Bros. warehouse, the fire was under control within minutes.*

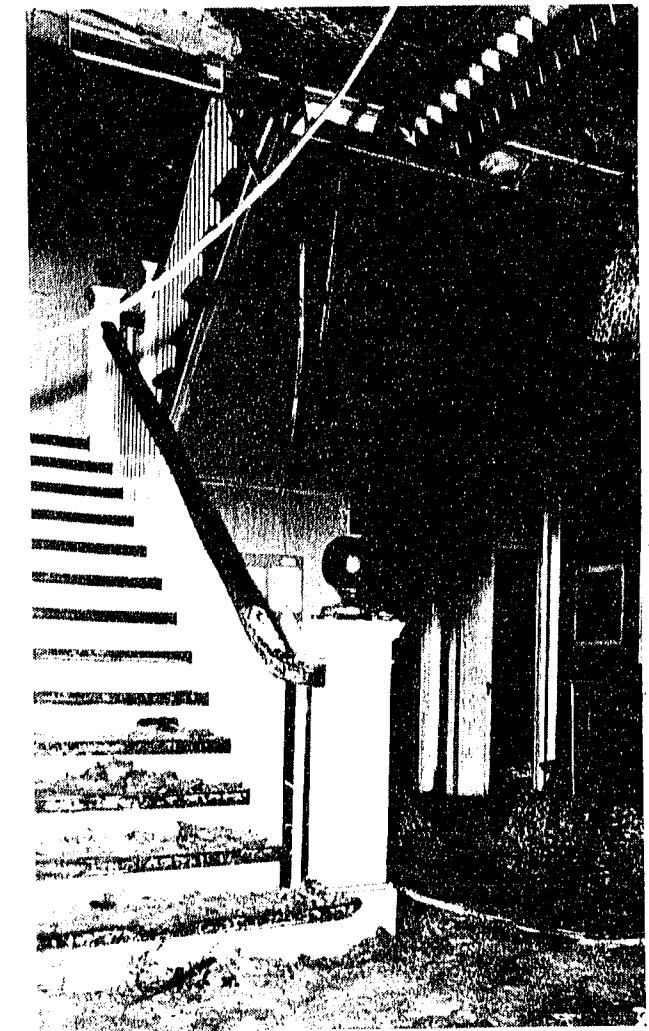
**The Office of Civil Preparedness** is responsible for coordinating all governmental and private sector activity in times of man-made or natural disaster.

A large part of the office's job is to keep the staff updated through training and to have equipment—particularly communications systems—ready for action.

This year the communications plans were tested when fire at the Williams Street Board of Education building destroyed the town switchboard. The CP van was at the scene within minutes to provide direct communication from the scene. Director Bob DiBella immediately notified the telephone company and town officials.

The fire occurred late on a Saturday night. Working without a break, Southern New England Telephone Company experts and Public Works Department personnel had a temporary switchboard installed at the Town Hall for the opening of the business day Monday. During the installation, the CP van stood by to handle any emergency calls.

*Arson at the Board of Education headquarters on Williams Street destroyed parts of the venerable old building. Consideration was given to moving the educational staff, but the final vote called for restoration.*



**The Board of Finance** serves two major functions in the government of our town. In its **advisory role**, the Board makes recommendations to the Town Council concerning the annual budgets submitted by the Town Manager and Board of Education. It makes other fiscal recommendations to the Council in its role as safeguard of the Town's sound financial position. These duties are spelled out in the Town Charter.

The Charter also gives the Board **direct authority** to set the annual mill rate based on the final budget total approved by the Council. The Board must also give its okay before any non-budgeted appropriation over \$1,000 can be approved. It rules on transfers to or from the reserve fund for capital and nonrecurring expenditures up to \$25,000 from surplus funds. It also determines how bond issues will be financed.

During 1979-80, the Board of Finance devoted much time to a six-year projection of capital improvement needs during the period 1980-86. The list totaled over 80 projects with an estimated cost of \$23.6 million.

The Board then recommended immediate action on eleven priority projects which, in its opinion, could be funded in 1980-81 at a cost not to exceed \$439,000. The list included: preliminary plans for a

police/ambulance building, \$10,000; town computer system, \$100,000; asbestos removal from town buildings, \$30,000; safety improvements, \$44,000; energy improvements, \$40,000; roof replacements, \$41,000; preliminary plans for South Glastonbury firehouse, \$10,000; indexing of land records, \$52,080; building modifications to the Town Office Building and High Street School (now used for town offices), \$72,000.

Also during 1979-80, Board members adopted some important policy guidelines. Among them were:

--The unappropriated balance of the reserve fund for capital and nonrecurring expenditures shall not drop below \$400,000.

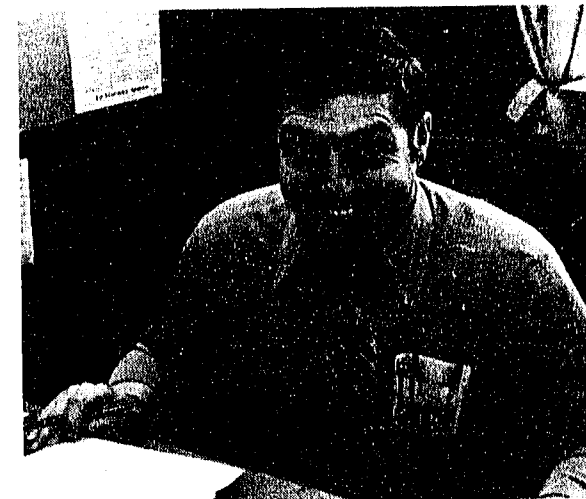
--Appropriations from the reserve fund shall be initiated and approved on an **annual** basis. The only exception will be emergencies involving public safety.

--Any improvements or projects requiring bonding referenda must have completed preliminary plans **only**. Funding for land purchase of final plans will be based on the outcome of the referenda.

The Board consists of six members elected for six-year staggered terms.

**Administrative Services** is a blanket covering a collection of areas: accounting; budget preparation; revenue collection; assessment; land records; purchasing; data processing; administration of insurance, debt service and the Town's pension plan; coordination with the Probate Court, Town Attorney and Registrars of Voters. The several departments encompassing these services are the responsibility of Director of Administrative Services Ted Ellis.

During 1979-80, several major steps were accomplished. One of these was in the area of insurance administration and processing. Now all general town claims are reported through Administrative Services prior to submission to the insurance agent. Phase two will be risk management followup.



*Administrative Services head Ted Ellis and Purchasing Agent John Maklaris have a lot to do with protection and use of the town's money. Ellis' investment procedures have been responsible for healthy increases in revenue.*

There were major changes in the budget document for the General Fund, effecting a clearer, simplified process. Eventually the document will be reflective of the activities and services rendered.

The efforts of all town departments, with coordinating support from Administrative Services, resulted in a Capital Improvements Plan to cover a six year span. The project is to be submitted for Council approval at the next budget session (1980-1981).

For the first time, general taxes provided direct funding to the Reserve Fund for capital and non-recurring expenditures. Therefore, whenever debt service payments decrease below \$1,568,645, that amount of decrease will be added to the Reserve Fund.

**The Assessor's Office** is responsible for three major functions:

- property assessment, administering exemptions for elderly, farmers, veterans and special groups;
- maintenance of a records library and information center, since all real, personal and motor vehicle inventories including names, addresses, legal data and values are listed in the Assessor's office;
- appraisal and re-appraisal of all real estate, business, personal property, and motor vehicles.

The October 1, 1979 final net Grand List, which topped the \$300 million mark for the first time, is \$15.4 million higher than the 1978 List, an increase of 5.3%. A comparative breakdown follows:



*Leon Jendrzeczyk, Assessor, joined the staff in October. The following February Pauline Griffin was promoted to assistant assessor.*

Source	October 1, 1978	October 1, 1979	Change	%
Real Estate	\$248.4 million	\$258.4 million	\$9.97 million	+4.0
Personal Property	13.3 million	14.8 million	1.55 million	+11.7
Motor Vehicles	26.9 million	30.8 million	3.89 million	+14.5
Totals	\$288.6 million	\$303.95 million	\$15.40 million	+5.3

A history of Grand List increases since the 1974 revaluation indicates a fairly consistent pattern of growth:

Year	Amount of Increase	%
1974-1975 (1/1)	\$12.0 million	+5%
1975-1976	7.6 million	+3%
1976-1977	11.6 million	+4.6%
1/1/77 - 10/1/77 (Change of annual assessment date from 1-1 to 10-1)	7.2 million	+2.7%

**The Tax Collector** is charged with collection of property taxes—real estate, personal property and motor vehicle. Collector John Croce works to bring in the highest percentage of payment possible to insure the Town's financial stability.

Tax income of \$13.54 million was collected for the 1979-1980 fiscal year, based on the October 1, 1978 Grand List. This represents better than 98% collection. Additional lien and interest charges plus back tax payments (less adjustments) brought the total tax collection figure to \$13.8 million.

In the past ten years there has been an increase of almost 250% in property tax income. In 1970, a total collection of \$5.6 million represented payment of more than 95% of taxes due.

Year	Amount of Increase	%
1977-1978	14.7 million	+5.4%
1978-1979	15.4 million	+5.3%

The top five real estate assessments on the 1979 Grand List are: John and Harriet Cocomo (Hale Farms); Connecticut Light and Power Co.; Beitman and Lesser (Colonial Village apartments); Center Mall Associates (Fox Run Mall); Continental Real Estate Partners (Glen Lochen Market Place).

**The Board of Tax Review** is comprised of five members, each elected for a term of four years.

The primary purpose of the Board is to hear appeals from taxpayers who claim to be aggrieved by the doings of the Assessor.

In accordance with Connecticut General Statutes, the Board meets at least three times during the month of February and once during the month of September. The September meeting is limited to appeals on motor vehicles.

The October 1, 1979 Grand List, as adjusted by the Board of Tax Review, was \$303,951,767 - a reduction of \$69,550 from the List as filed by the Assessor. The total number appeals heard was eighteen.

## Report from the School Superintendent

The 1979-1980 school year was one during which the instructional program continued to improve. Testing conducted during the year as part of the new state mandated program indicated that Glastonbury students are receiving a good basic education. The SAT test results for the Class of 1980 again indicated that Glastonbury students continue to achieve above state, regional, and national averages.

A number of improvements were made during the 1979-1980 school year. A new pre-kindergarten screening and registration program was introduced. Formal instruction in library skills was added to the program at the elementary school level. A general tightening up of the self-scheduled time for high school students was started. Mrs. Jacqueline Jurrius was hired to fill the new position of Director of Elementary Curriculum and Special Services. This position was added to give more direction to the elementary school program. Under the direction of the new Director of Science, Mrs. Kateri Tower, a thorough review of the program at grade seven was conducted and resulted in the adoption of a new course of study beginning with the 1980-1981 school year. The high school science staff, under the direction of Mrs. Tower, revised the physics program along more traditional lines.

During the 1979-1980 school year a major effort was started to conserve energy. The first results of this effort have been impressive, with a reduction of close to 100,000 gallons of oil consumption



as well as reductions in natural gas and electrical usage. The results of this activity can be attributed in large measure to the knowledge and expertise of the new Supervisor of Plant, Ottilis F. Hall. The school system's effort in this area will continue during the 1980-1981 school year.

Although there were some problems during the 1979-1980 school year, they did not affect the ongoing educational program. This is due to the dedication of both the teaching and administrative staffs. The quality of the instruction in the Glastonbury Public Schools is due to the excellence of its staff.

Henry R. Schoebel  
Acting Superintendent of Schools

**Report from the Board of Education** The 1979-80 school year will undoubtedly rank as a most extraordinary year for the Glastonbury Board of Education, both in terms of the monumental events which characterized it and the high degree of public interest which its activities generated.

The town elections in the fall of 1979 brought to the Board of Education three new members and a change in Board leadership.

The professional staff was enhanced by the addition of several key administrative department heads. The Board directed particular attention to

the areas of elementary curriculum, the junior high and high school science programs, and energy conservation.

Among the major accomplishments of the year were the changes in both the school testing program and the kindergarden screening process. Negotiations with the Glastonbury Educational Secretarial Association continued for most of the year, with contract resolution finally occurring in the spring.

The beginning of 1980 brought with it a gradual  
(Continued next page)

*A program to stimulate writing skills was launched by sending balloons up at Eastbury School. The national program encouraged receivers of the balloons to write to the person whose name was inside.*





Projects in the elementary schools help young students to recognize the contributions made by ethnic groups to American life.

deterioration in the relationship between the Board of Education and its Superintendent of Schools. The culmination of tensions resulted in a highly publicized performance evaluation of the Superintendent which, at his request, was held publicly. Strong emotions prevailed throughout the multi-session process, resulting, at times, in acrimonious public debate.

The school year ended on a traumatic note with the resignation of the Superintendent of Schools, the appointment of Henry Schoebel as acting superintendent, and the tragic fire at the Board of Education building on Williams Street.

Despite the dramatic events which shaped the

1979-80 academic year, the educational process in Glastonbury remained remarkably stable and responsive to the needs of its students - a credit both to the professional and administrative staff and to the resilience of the human spirit.

Diane D. Twachtman  
Chairperson



Youngsters enjoy celebrating special holidays and re-enacting such events as the first Thanksgiving.

## Town Officials

### ELECTED OFFICIALS

#### Town Council

Constantine Constantine\*  
William E. Ferris  
Sonya F. Googins  
Henry A. Kinne  
Janet R. Maher  
James R. McIntosh\*\*  
Allen M. Pfeffer  
George W. Ripley II  
Joan L. Saglio

July - Nov. 1979:

David E. Crow  
Dale A. Richter  
Beth Ellason

#### Board of Education

Anne S. Alvord\*\*  
Elizabeth A. Dingley  
Judith H. Harper  
Hooks K. Johnston (resigned 3/80)  
Michael P. Meotti  
Helen D. Stern  
Diane D. Twachtman\*  
Douglas D. Webster  
Beth Ellason (appointed 3/80)

#### Board of Finance

Robert D. Bowden  
Samuel Delch  
William B. Glotzer\*  
Walter F. Hemlock  
Edward F. McCabe  
Diane L. Northrop\*\*

### Fire Commission

William Constantine\*  
Earle C. Goodale  
Ernest E. Novey, Jr.  
Thorne Perry  
Peter Sterling  
Edward P. Urbansky

\* Chairperson  
\*\* Vice-Chairperson

### Board of Tax Review

Carl E. Bolin\*  
Robert A. Phelon  
John F. Ryan  
George J. Sanford, Jr.  
Richard J. Yedzinak

### Zoning Board of Appeals

Arthur W. Bostick  
Robert Gamer  
Winthrop M. Goodwin  
Charles L. Monaco  
Douglas T. Scott\*  
Alternates:  
Donald R. Gondek, Sr.  
Edmond J. Jowdy, Jr.  
Sandra R. O'Leary

### Constables

Charles J. Fisher  
Clarence F. Norton

### Registrars

Joan Kemble  
Carolyn S. Larsen

### State Senator

David M. Barry

### State Representative

Antonina Parker

### APPOINTED BOARDS AND COMMISSIONS

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

Calvin Carlini  
Edmund VanDyke Cox  
Ottis F. Hall\*  
Phillip P. Shaughnessy

#### Citizens Advisory Committee

Leon Bassow  
Rosiland Bennett  
Mark K. Branse  
Phyllis Chericoni  
John A. Davis  
Rev. Elmer Dreyer  
Carol Frederickson  
Edmund J. Jowdy, Jr.  
Marle Levy  
Leon Peragallo  
Allen M. Pfeffer\*  
David Ross  
Edna R. Rudd  
Miriam Schmltd  
Peter J. Sterling  
Dennis Welr  
Della Winans

### U.S. Representative

William R. Cotter

### Probate Judge

Donald F. Aucher

#### Community Beautification Committee

Olga Corban  
Lillian Loveland Jones  
Mary Lyons  
Betty C. Miniotti  
Alice A. Moriarty  
Robert Shipman\*  
Salvatore S. Vullo

#### Conservation Commission

Carol Burritt  
Cynthia Fltton  
Eileen Kelly  
Richard Mihm\*  
Maria Robotham  
Alan Spier  
Peter Stern

#### Economic Development Commission

Walter J. Cusson  
Roger Evarts

(Continued)

Evald Gustafson (resigned 6/24/80)  
Roland Guzzi (appointed 6/24/80)  
David Lips  
W. Michael Low\*  
Carol M. Ruff  
Leo Steinhart

#### Fence Viewing Committee

Richard Fochi  
Howard Kirck  
John E. Segevick

#### Fine Arts Commission

April P. Boone  
Krystyna Celichowski  
Joan W. Dufford  
Sheila C. Grimm  
Elizabeth M. Hamilton  
Sandra L. Hassan  
Barbara Jenkins (resigned 2/80)  
Thomas Lips\*  
Nancy McKinney (appointed 3/80)  
Lois J. Noonan  
Betsy Olmsted  
Doris S. O'Rourke  
Evelyn Prell  
Bebe Sarcla  
Phyllis L. Tildes  
Linda C. Trickett

#### Heritage Committee

Doris Armstead  
Patricia P. Atherlay  
Jean Greene  
Carrol Horrocks  
Kay T. Moffatt  
Marion H. Richardson  
Madeline P. Schultz\*  
Thomas Therkauf  
John Waterhouse

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#### Housing Code Appeals Committee

Nelson Brown  
Clifford N. Mahoney  
Albert V. Phillips  
Beverly A. Pitt

#### Human Relations Committee

George W. Allen  
Marylou Barrett  
Margaret B. Boone  
Franklin Eichacker (appointed 3/80)  
Susan H. Katblan  
Martin Mass (resigned 3/80)  
Margaret A. McKeever  
Peter Preisner  
Gloria Symington\*  
Sally C. Wisniewski

#### Incorporators of the Free Academy

Edward Bantley  
Robert Henderson  
Robert Mercler

#### Insurance Advisory Committee

James Black  
David Canapari  
George A. Clyde  
Richard Fochi  
Roger Gray  
Thomas D. Leahy  
Robert F. Weingartner

#### Jury Committee

Pauline Milich  
Evelyn Rowley  
Alice L. Sweetland

#### Parking Authority

Raymond Brezzo

Ruth Dufford  
James F. Noonan  
William P. O'Connell, Jr.  
Zygmund J. Onackl

#### Personnel Appeals Board

Arthur Colby  
James A. Corcoran  
William J. Faber  
John Higgins  
Albert J. McGrall

#### Public Buildings Commission

Herbert W. Behrens  
Robert J. Fagnoni  
Charles A. Garner Sr. (resigned 4/80)  
Zelda Lessne (appointed 4/80)  
Flori G. Minletti\*  
William Olsson

#### Public Housing Authority

Harold C. Buckingham  
Inez Hemlock\*  
James Juros  
James F. Noonan  
John Roach

#### Recreation Commission

Joyce H. Allen  
Robert A. Breen  
Esther R. Derench  
Lynne K. Hazard  
David Motycka  
Gilbert Wolf\*

#### Redevelopment Agency

Charles W. Brown  
Priscilla Burkhardt\*  
Richard A. Katz  
Mary E. Kimball

Barbara Pond  
Kenneth P. Smith  
Dr. Edward Stewart

#### Safety Committee

Frank J. Cavanaugh\*  
Kurt Cavanaugh  
Joan K. Corcoran  
Franklin Eichacker (resigned 4/80)  
A. Estelle Flanagan  
Mary K. Marquez  
Lewis Parker

#### Sewer Commission

Robert Knickerbocker (appointed 5/80)  
Robert Mulcahey  
H. Edwin Overcast  
George W. Ripley III  
Lucretia Seidel  
George H. Smith\*  
Harold Symington (resigned 5/80)  
John J. Vullo

#### Sidewalk Evaluation & Program Commission

Joyce Aparo  
William Clulow\*  
Bradley Easterson  
Alda U. Montagna  
Lois Ann Muraro  
Clifford A. Packard  
Michael J. Vall

#### Town Plan & Zoning Commission

Walter Casella  
Charles C. Greenwald  
Robert Jenkins  
Timothy J. Morlarty  
T. James Murray\*  
Rochelle Y. Ripley

Alternates:  
Charles Garner (appointed 4/80)  
James H. Lloyd III  
Judith Stearns  
Mary J. Tryon (resigned 2/80)

#### Welfare Advisory Committee

Olga DeSpautz  
Eileen Lader  
Nancy Popowics  
Georgia Roberts  
Myrna Streicher  
Edward P. Tucker

#### Welles Turner Library Board

Richard Burkhardt Jr. (resigned 3/80)  
Penelope B. Kelly  
Nancy Kent (appointed 3/80)  
Robert Merritt  
Martha A. Poole  
Charles G. Rignall  
Raymond Wille\*

#### Youth Services Commission

Jeanne G. Babineau  
Estelle Beckerman  
Richard Burkhardt



Tax Collector John Croce (far right) and his staff watch as Justice of the Peace Brian Tyrol signs the form authorizing collection of taxes.

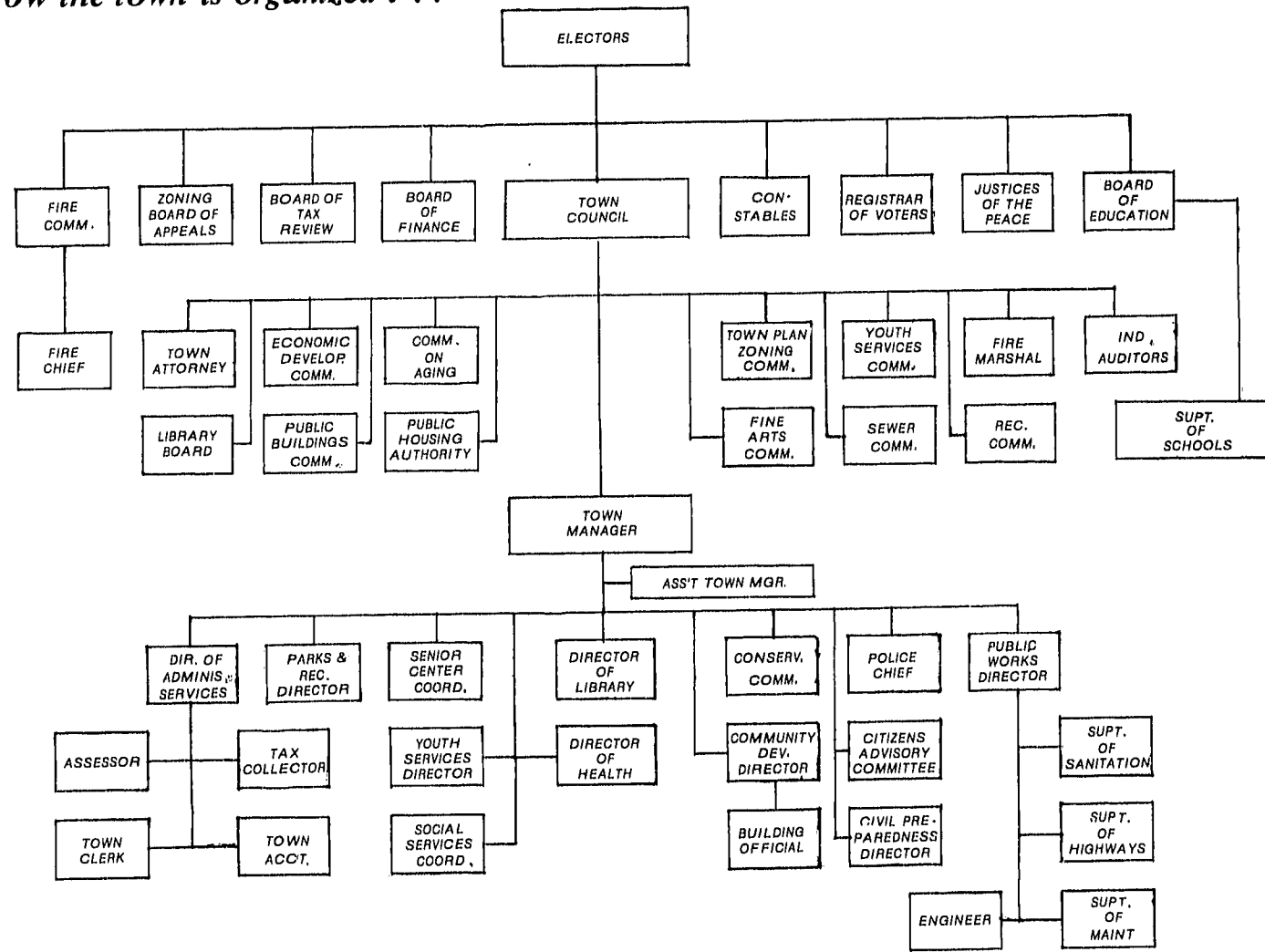
Lucielle J. Jonah  
Richard S. LaCroix  
Susan Motycka  
David C. Smith\*  
Salvatore Squatrito  
Julianna Steffens

#### Justices of the Peace (Elected at Caucus)

Mario L. Accornero  
Philip J. Barbault, Jr.  
Francis B. Barnett, Jr.  
Carolyn O. Brown  
Marjorie A. DeGray  
Esther R. Derench  
Robert F. DiBella  
A. Estelle Flanagan  
Lloyd Frauenglass  
Florence Z. Henderson  
Howard R. Kirck  
Mary R. Lamphire  
Pauline C. Milich  
Barbara A. Morlarty  
William P. O'Connell, Jr.  
Butler L. Ripley  
Lucretia Seidel  
Kenneth P. Smith  
James M. Spencer  
Kenneth M. Tibbles  
Brian Tyrol



**How the town is organized . . .**



**Comments from the Auditors ...**

**Comment**

In audit reports of prior years, we have commented on the need for an annual unified capital budget. During the past year, the Town has made significant progress toward that objective. Additionally, significant progress has been made towards centralizing the accounting for construction projects in a single capital projects fund.

**Recommendation**

The Town should continue to refine the procedures used to obtain the above-mentioned objectives.

**Comment**

As part of our examination, the internal controls in use by the town of Glastonbury were reviewed. Our review noted the following area of concern.

Both the Board of Education and the Town keep records on state and federally assisted programs. Frequently, however, the records do not match each other. Year-end adjustments need to be made to both sets of records to bring them into balance.

**Recommendation**

To enhance the effectiveness of the internal controls over accounting for these funds, we recommend that better lines of communication be established between the Board of Education and the Town in order to facilitate accurate record keeping. Periodic reconciliations should be done between Board of Education records and Town records to be sure both are in balance.

**Comment**

During the fiscal year, a fire at the Board of Education's administrative building demonstrated how vulnerable various records were to catastrophe. The accounting records were not damaged to the extent which would have affected our ability to express an opinion on the Board of Education's expenditures for the past fiscal year. However, the potential for much greater loss was present.

**Recommendation**

All Town departments including the Board of Education should re-examine the existing policies of safeguarding records from catastrophe.

**Comment**

A review of insurance carried by the Town of Glastonbury indicated that the last appraisal of property was made in 1970. Coverages have subsequently been adjusted on the basis of indexes.

**Recommendation**

It is recommended that a policy be established for more timely appraisals to better determine the adequacy of coverage.

**Comment**

The records of the Tax Collector were confirmed directly with delinquent taxpayers. The responses were generally in agreement with the recorded taxes due. The records are well kept and in sufficient detail to support collections and deposits.

Blum, Shapiro & Company, P.C.  
Certified Public Accountants

**TOWN OF GLASTONBURY**

**GENERAL FUND**

**STATEMENT OF REVENUES, EXPENDITURES AND TRANSFERS  
BUDGET AND ACTUAL  
FOR THE YEAR ENDED JUNE 30, 1980**

	Amended Budget	Actual	excess of Budget Over-Under Actual
	\$	\$	\$
<b>Revenues:</b>			
<b>Property Taxes:</b>			
Current Levy	13,528,283	13,763,623	235,340
Penalties, Interest, Fees	70,000	78,140	8,140
	<u>13,598,283</u>	<u>13,841,763</u>	<u>243,480</u>
In Lieu of Taxes:			
Housing Authority	67,500	67,500	—
Elderly Housing	4,200	2,458	(1,742)
State of Connecticut	10,353	12,073	1,720
Inventory - Manufacturing	54,437	56,613	2,176
Inventory - Merchandise	32,454	32,569	115
Elderly Exemptions	93,448	93,448	—
Disability Exemptions	1,300	1,507	207
Circuit Breaker	39,500	39,170	(330)
Tax Credits	18,040	—	(18,040)
	<u>321,232</u>	<u>305,338</u>	<u>(15,894)</u>
<b>Community Development:</b>			
Building Inspector	90,000	113,413	23,413
Planning and Zoning	12,000	12,770	770
	<u>102,000</u>	<u>126,183</u>	<u>24,183</u>
<b>Administrative Services:</b>			
State Per Capita Grant	41,056	41,056	—
General Fund Interest	275,000	502,822	227,822
Land Sales and Rentals	475	525	50
Conveyance Tax Special	6,000	14,290	8,290
Transfer Tax	55,000	56,013	1,013
Town Clerk Recordings	45,000	41,023	(3,977)
Town Clerk Other Fees	5,000	14,427	9,427

Miscellaneous Revenue	12,000	34,883	22,883
Prior Year's Encumbrances	—	9,943	9,943
	<u>439,531</u>	<u>714,982</u>	<u>275,451</u>
<b>Education:</b>			
Special Education (PA 792)	577,178	534,858	(42,320)
Adult Education	600	190	(410)
Grants-In-Aid ADM	1,636,317	1,668,661	32,344
School Transportation	151,911	162,751	10,840
Vocational Education	79,500	92,805	13,305
Sabbatical Reimbursement	—	3,000	3,000
Hartford - Project Concern	47,000	42,300	(4,700)
Student Activities	3,000	3,612	612
Community Services	11,000	8,910	(2,090)
Miscellaneous	12,500	54,505	42,005
Prior Year's Encumbrances	—	27,393	27,393
	<u>2,519,006</u>	<u>2,598,985</u>	<u>79,979</u>
<b>Public Works:</b>			
CETA Program	9,800	17,307	7,507
Refund and Sales	3,000	5,453	2,453
Refuse Dumping Fees	9,000	3,075	(5,925)
Refuse Recycling Sales	30,000	25,593	(4,407)
Licenses and Permits	4,000	3,810	(190)
Sewer Inspection Fees	11,000	10,192	(808)
Sewer Capital Payments	30,000	—	(30,000)
	<u>96,800</u>	<u>65,430</u>	<u>(31,370)</u>
<b>Parks and Recreation:</b>			
Eastbury Pool	1,500	1,789	289
High School Pool	4,800	4,186	(614)
Program Fees	40,012	39,700	(312)
Grange Pool	—	2,151	2,151
	<u>46,312</u>	<u>47,826</u>	<u>1,514</u>
<b>Public Safety:</b>			
Court Fines	17,000	15,331	(1,669)
Special Detail	35,000	30,770	(4,230)
Police Income	8,000	7,374	(626)
Highway Safety Grant	5,450	9,274	3,824
Civil Preparedness	350	338	(12)
State Fire Service	1,200	1,700	500
	<u>67,000</u>	<u>64,787</u>	<u>(2,213)</u>
<b>Health:</b>			
Soil Tests	1,000	1,325	325
Licenses and Fees	4,400	2,479	(1,921)
State Grant	4,760	4,820	60
	<u>10,160</u>	<u>8,624</u>	<u>(1,536)</u>

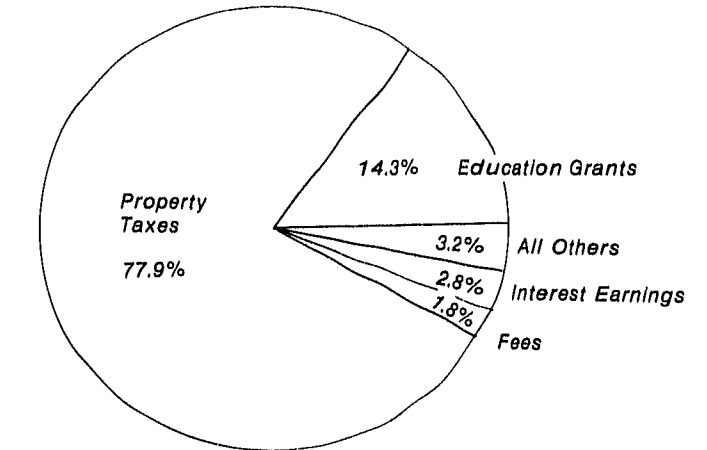
<b>Human Resources:</b>			
Title XX Social Services Grant	5,500	5,501	1
State - General Assistance	35,000	22,008	(12,992)
State - General Assistance (100%)	—	6,893	6,893
State - Boarding Home	7,000	3,786	(3,214)
Boarding Home Income	13,000	12,168	(832)
Refunds - Social Services	6,000	5,425	(575)
Urban Problems	70,298	75,905	5,607
Dial-A-Ride Transportation Grant	6,000	4,060	(1,940)
Fine Arts Income	3,655	3,486	(169)
Youth Services Bureau -			
State Fine Arts Grant	1,000	—	(1,000)
Board of Education	6,000	2,171	(3,829)
Program Receipts -			
Youth Services Bureau	3,000	4,543	1,543
Youth Services Bureau - State Grant	16,800	9,929	(6,871)
	<u>173,253</u>	<u>155,875</u>	<u>(17,378)</u>
<b>Libraries:</b>			
Trustee Account	17,000	18,958	1,958
Library Fines	9,000	12,179	3,179
State Grant	3,500	3,128	(372)
Miscellaneous	100	—	(100)
	<u>29,600</u>	<u>34,265</u>	<u>4,665</u>
<b>School Construction:</b>			
Buttonball Addition	6,688	6,688	—
Academy Junior High	23,053	23,053	—
Hopewell School	22,435	22,435	—
Eastbury Addition	16,157	16,158	1
Gideon Welles	67,553	67,553	—
Naubuc and High School	26,559	26,560	1
	<u>162,445</u>	<u>162,447</u>	<u>2</u>
<b>Total Revenues</b>	<u>17,565,622</u>	<u>18,126,505</u>	<u>560,883</u>
<b>EXPENDITURES:</b>			
<b>General Government:</b>			
Town Council	42,326	41,561	765
Board Of Finance	1,900	1,783	117
Citizens Advisory Committee	11	11	—
Town Manager	101,252	101,137	115
	<u>145,489</u>	<u>144,492</u>	<u>997</u>
<b>Community Development:</b>			
Community Development	98,466	97,653	813

Building Inspector	100,325	100,312	13
Town Planning and Zoning	5,275	4,789	486
Zoning Board of Appeals	3,360	3,056	304
Conservation Commission	5,289	3,585	1,704
Economic Development	4,175	3,286	889
Public Buildings Commission	660	664	16
Community Beautification	1,100	1,099	1
Heritage Committee	200	—	200
	<u>218,870</u>	<u>214,444</u>	<u>4,426</u>
<b>Public Safety:</b>			
Police	1,112,659	1,112,298	361
Fire	166,980	166,870	110
Civil Preparedness	3,220	2,932	288
Safety Committee	50	11	39
	<u>1,282,909</u>	<u>1,282,111</u>	<u>798</u>
<b>Administrative Services:</b>			
Administration and Finance	85,993	85,880	113
Accounting	48,328	47,932	396
Tax Collector	72,752	71,008	1,744
Assessor	68,001	63,158	4,843
Town Clerk	57,263	56,842	421
Probate Court	2,620	2,262	358
Registrars of Voters	34,646	34,640	6
Town Attorney	49,500	49,451	49
Insurance and Bonds	632,914	630,843	2,071
Pension Plan	468,152	468,151	1
	<u>1,520,169</u>	<u>1,510,167</u>	<u>10,002</u>
<b>Health</b>	<u>101,351</u>	<u>101,045</u>	<u>306</u>
<b>Human Resources:</b>			
Social Services	115,700	108,166	7,534
Youth Services	120,243	118,549	1,694
Commission on Aging	29,286	29,261	25
Fine Arts Commission	4,736	4,386	350
Human Relations Commission	300	33	267
	<u>270,265</u>	<u>260,395</u>	<u>9,870</u>
<b>Parks and Recreation</b>	<u>428,447</u>	<u>414,297</u>	<u>14,150</u>
<b>Libraries:</b>			
Welles-Turner	246,568	246,561	7
South Glastonbury	2,000	2,000	—
East Glastonbury	2,000	2,000	—
	<u>250,568</u>	<u>250,561</u>	<u>7</u>
<b>Public Works:</b>			
Administration and Engineering	290,382	288,184	2,198

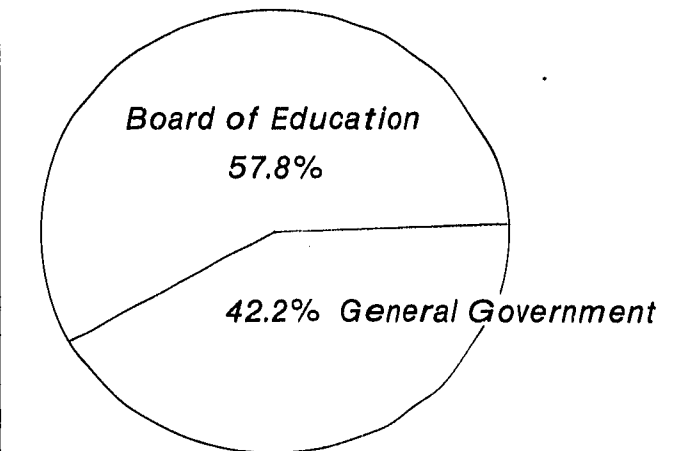
Streets and Drains	810,244	782,323	27,921
Vehicle Maintenance	213,698	207,644	6,054
Public Buildings	138,829	134,057	4,772
Refuse Disposal	107,025	103,676	3,349
Sewer Commisssion	6,323	5,663	660
	<u>1,566,501</u>	<u>1,521,547</u>	<u>44,954</u>
<b>Capital Improvements:</b>			
General Town	167,809	125,741	42,068
Parks and Recreation	64,955	81,674	3,281
Public Works - Vehicles	192,100	191,367	733
Public Works - Projects	70,891	48,638	22,253
	<u>495,755</u>	<u>427,420</u>	<u>68,335</u>
<b>Bonds and Interest:</b>			
General Town	279,970	279,970	—
Education	747,638	747,638	—
Sewer	333,200	333,200	—
	<u>1,360,808</u>	<u>1,360,808</u>	<u>—</u>
<b>Contingency</b>	<u>4,370</u>	<u>800</u>	<u>3,570</u>
<b>Total General Government</b>	<u>7,845,502</u>	<u>7,488,087</u>	<u>157,415</u>
<b>Board of Education:</b>			
Instruction	6,052,697	6,019,009	33,688
Support Services - Instruction	1,655,731	1,623,075	32,656
Support Services - Operation	1,816,477	1,705,940	110,537
Community Services	160,891	153,607	7,284
Fringe Benefits	786,155	764,415	21,740
	<u>10,471,951</u>	<u>10,266,046</u>	<u>205,905</u>
<b>Total Board of Education</b>	<u>10,471,951</u>	<u>10,266,046</u>	<u>205,905</u>
<b>Total Expenditures</b>	<u>18,117,453</u>	<u>17,754,133</u>	<u>363,320</u>
<b>Excess of Revenues Over Expenditures</b>	<u>(551,831)</u>	<u>372,372</u>	<u>924,203</u>
<b>Transfers In (Out):</b>			
Federal Revenue Sharing Fund	436,902	372,228	(64,674)
Town Deposit Fund	400	469	69
Capital and Non-Recurring Expenditures Fund	(550,000)	(550,000)	—
Sewer Operating Fund	(25,808)	(25,808)	—
<b>Net Transfers</b>	<u>(138,506)</u>	<u>(203,111)</u>	<u>(64,605)</u>
<b>Excess of Revenues Over Expenditures After Transfers</b>	<u>(690,337)</u>	<u>169,261</u>	<u>859,598</u>

<b>TOWN OF GLASTONBURY</b>	
<b>GENERAL FUND</b>	
<b>BALANCE SHEET</b>	
<b>JUNE 30, 1980</b>	
<b>ASSETS</b>	
	<b>\$</b>
Cash and Short-term Investments	1,542,960
Cash - Restricted for Developers' Deposits	533,262
Due from Other Funds	14,863
Property Taxes Receivable	441,408
Deferred Expense	9,078
<b>Total Assets</b>	<b>\$2,541,571</b>
<b>LIABILITIES AND FUND BALANCE</b>	
Accounts Payable and Encumbrances	479,722
Due to Other Funds	31,282
Sales Taxes Payable	36
Due to Developers for Escrow Deposits	533,261
Property Taxes Collected in Advance	207,581
<b>Total Liabilities</b>	<b>1,251,862</b>
<b>Fund Balance:</b>	
	<b>\$</b>
Appropriated for Uncollected Taxes	441,408
Appropriated for 1980-1981 Budget	85,000
Unappropriated Fund Balance	763,301
	<u>1,289,709</u>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 2,541,571</b>

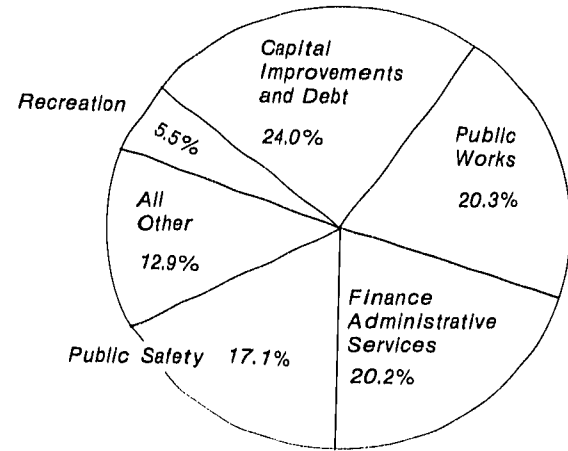
*The tax dollar: where it comes from*



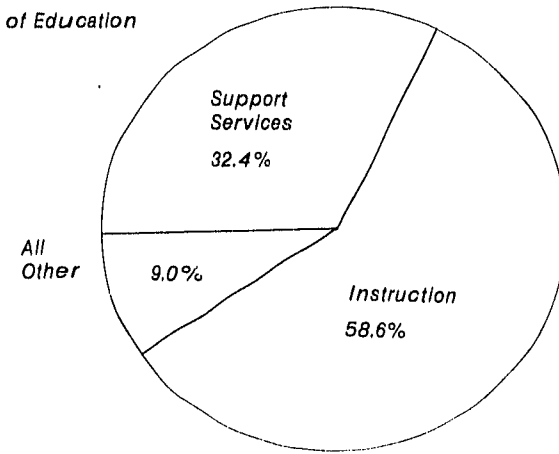
*... and where it goes*



General Government



Board of Education



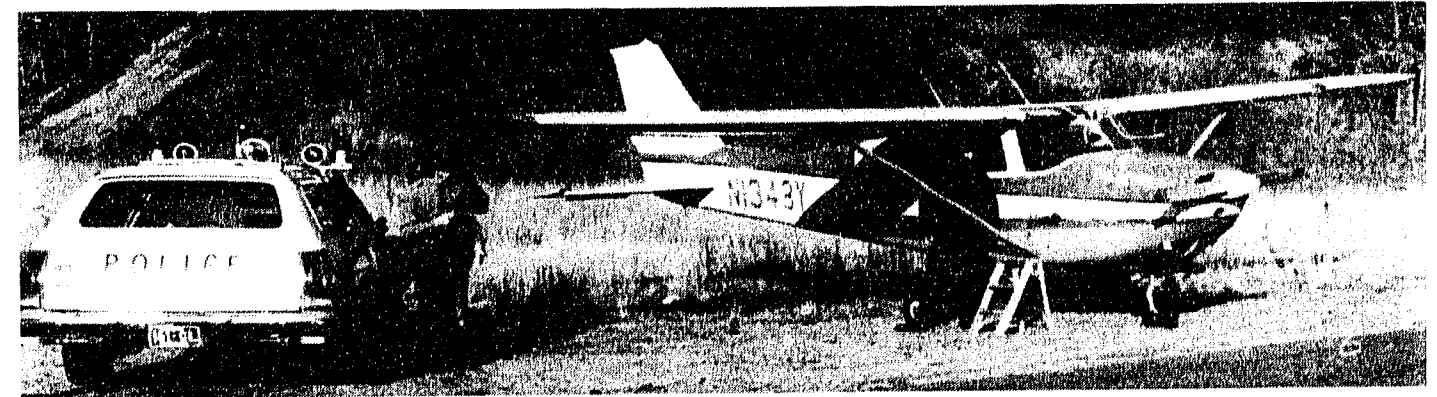
A LOOK AT SOME COSTS TO YOU

SERVICE*	MONTHLY COST PER CITIZEN**
Police (\$1,112,298)	\$ 3.82
Fire (\$166,870)	.57
Highways (\$782,323)	2.69
Refuse Disposal (\$103,676)	.36
Libraries (\$250,561)	.86
Parks & Recreation (\$414,297)	1.42
School Costs (\$10,266,046)	35.24
Capital Improvements (\$427,420)	1.47
Fixed Costs (Insurance, Bonds, Pension Plans - Town only) (\$1,098,994)	3.77

\*Based on actual expenditures for fiscal year 1979-80

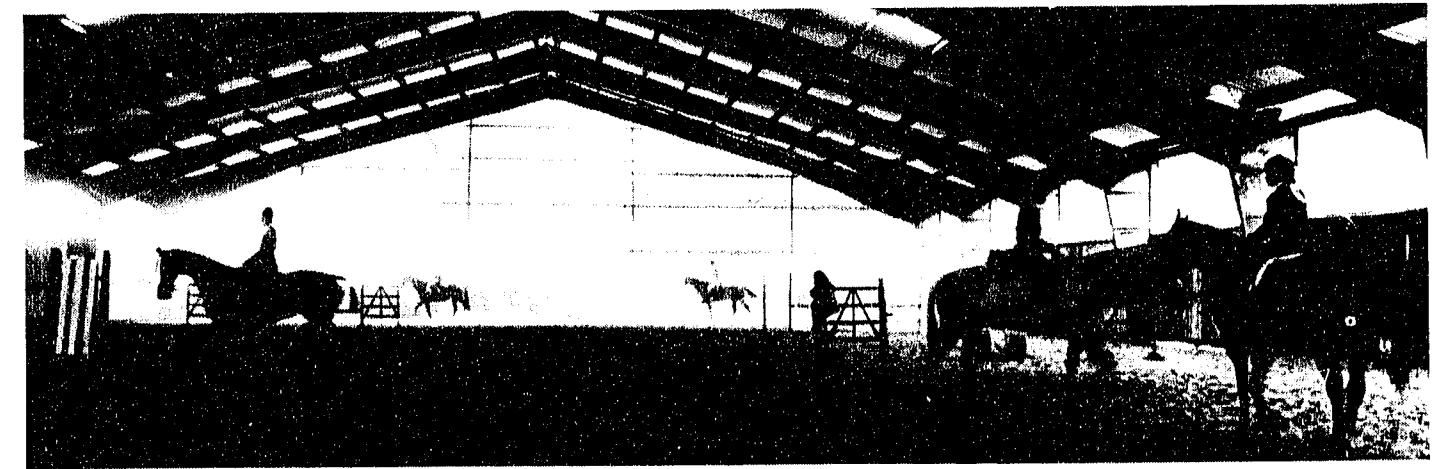
\*\*Based on population figures for Glastonbury from the 1980 census (24,277)

It happened this year ...



For probably the first time on record, a plane landed on Tollgate Road. Aside from minor difficulties, the pilot was all right, the police were satisfied, and the plane departed as it had arrived.

New grounds facility for horse shows opened up on Dug Road. Two outdoor rings and one indoor ring, plus stalls and facilities for horses, offered additional space for one of Glastonbury's favorite sports.



TELEPHONE DIRECTORY

FIRE AND POLICE EMERGENCY - 911

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

Call the: Administrative Services  
 Assessor  
 Building Inspector  
 Civil Preparedness  
 Community Development  
 Dial-A-Ride

Director of Health  
 Dog Warden  
 Glastonbury Housing  
 Authority  
 Highway Superintendent

Parks Superintendent

Police Department  
 Probate Court

Public Works  
 Parks & Recreation Director  
 Recreation Answering Service  
 Redevelopment Agency  
 Registrars  
 Senior Services

Social Services  
 Superintendent/ Sanitation  
 Department  
 Superintendent of Schools  
 Tax Collector  
 Town Clerk

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

For Answers on:  
 Bills & Accounts, Purchasing  
 Property Assessments  
 Building Permits  
 Natural Disaster  
 Town Planning  
 Senior Citizen Transportation

Public Health Matters -  
 Applications for Burning  
 Dog and Animal Problems

Public and Elderly Housing  
 Street/ Road Maintenance,  
 Snow Removal  
 Parks/ Public Grounds/ Tree  
 Problems

Public Safety  
 Estates, Conservatorships,  
 Guardianships, Trustees, Adoption,  
 Marriage Waivers, Weddings,  
 Passports

Engineering and Drainage  
 Parks & Recreation Activities  
 Scheduled Events  
 Urban Renewal

Voting If no answer, call Town Clerk  
 Programs and Activities for  
 Senior Citizens

Welfare and Relief Programs  
 Sanitary Sewers, Treatment  
 Plant, Landfill

Schools and Education  
 Taxes

Birth & Death Certificates,  
 Property Deeds, Fishing/ Hunting/  
 Dog Licenses, Elections, Voting  
 Registration, Majority Cards

General Administration, Personnel  
 Public Nursing and Clinics  
 Library Services  
 Family Counseling and Youth  
 Activities

Phone  
 659-2711  
 659-2711  
 659-2711  
 633-6234  
 659-2711  
 659-2711,  
 Ext. 296

659-2711  
 633-8301

633-3549  
 659-2711

659-2711  
 659-2711  
 633-3723

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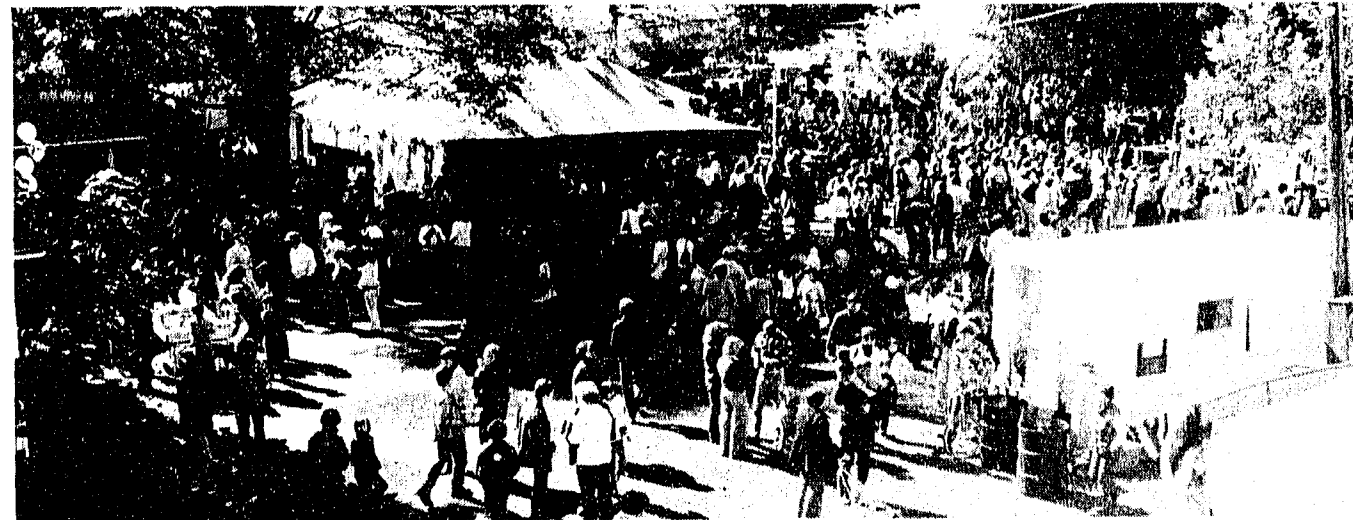
633-5231  
 659-2711  
 659-2711

659-2711  
 633-3521  
 659-2733  
 659-2711



A group of town employees were honored early in 1980 for service for many years.

The Grange Fair on October gave the young in heart of all ages a chance to enjoy a rural outing.







. . . and progress