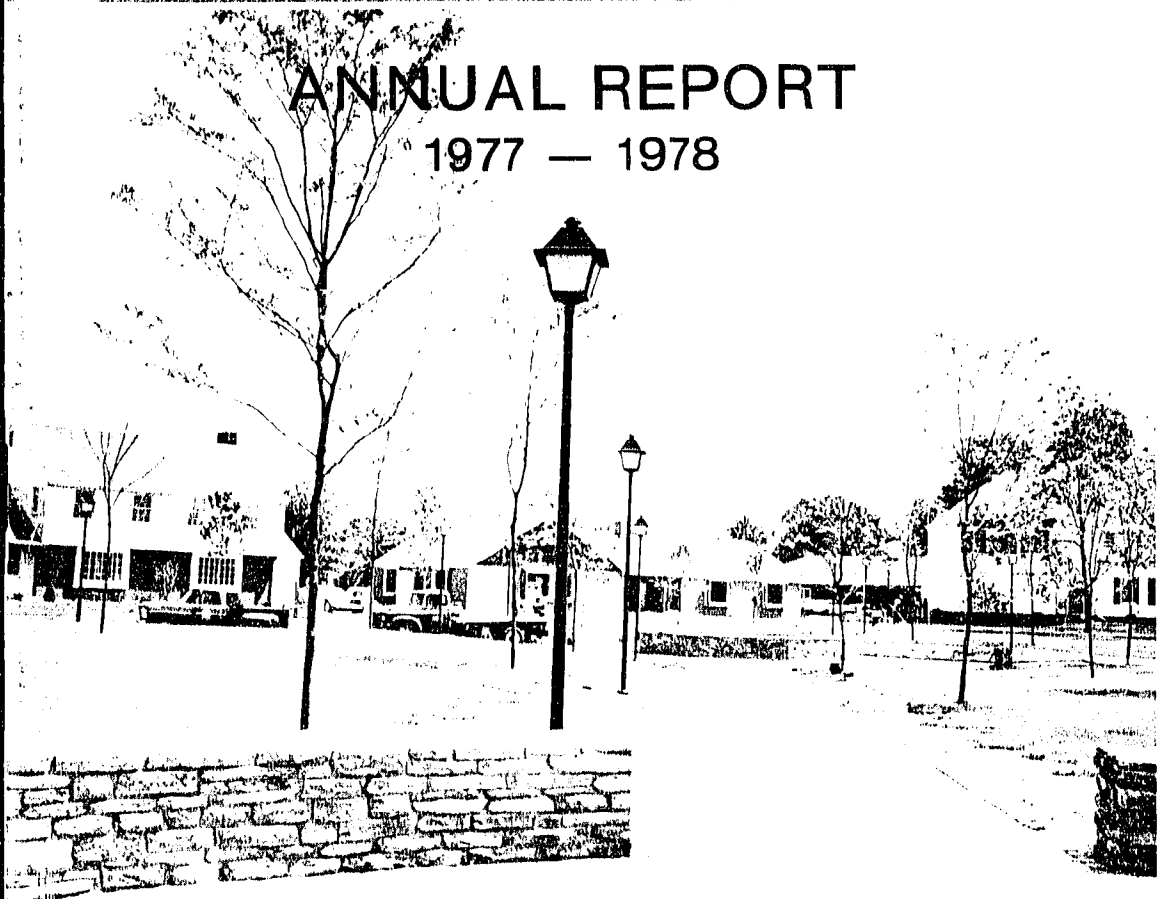




TOWN OF
GLASTONBURY
CONNECTICUT

ANNUAL REPORT
1977 — 1978



Redevelopment of the Center Green

The Town of Glastonbury has undergone many changes since the 1970 referendum accepting redevelopment. One of the most recent and most visible changes has taken place in the area known as the Center Green. As part of a three-part redevelopment plan, the Green is in the center of the redevelopment area. The second part of the redevelopment plan calls for the planting of trees and shrubs and the construction of a parking lot and a patio in the area surrounding the Welles-Chapman Tavern and the Gideon Welles House. The third part calls for bike trails and pathways leading to Salmon Brook Park, which was dedicated in 1977.

The top photo, taken in November of 1972, shows the area designated as the Center Green. In the middle of the photo stands the Post Office on Main Street. Behind and to the side of the Post Office is the Triangle Cafe, now moved behind the Blacksmith Tavern. The Texaco Station is situated on the corner of the Old New London Turnpike. Carl's Garage and the Camp Cleaners are located to the immediate left of the gas station while the Old Country Corner Restaurant sits far to the left of the Texaco Station.

When construction began in August of 1978, most of the stores had moved out of the Center Green area into Station 35, which was completed in 1977. The bottom photo shows the changes that have been completed. The Post Office, the Texaco Station, and the other stores and businesses have been torn down. In their place stands a wide spacious green with trees, a fountain, and a brick entrance with paths. On the left, surrounding the Center Green, are the Ray Derr Buildings, and on the right, the Old Country Corner Restaurant (now converted into specialty shops) which is adjacent to the Blacksmith Tavern.

The redevelopment of the Center Green has progressed visibly in the last few months. This work will hopefully set the pace for future development in the Town. More changes are sure to come as Glastonbury completes its three-part redevelopment plan.

Acknowledgement

The preparation of the Annual Report of the Town of Glastonbury is required by Section 607 of the Town Charter, dated November 5, 1968, and the report shall include the annual Town Budget.

I wish to thank all the commissions, committees, and departments which submitted written and pictorial material for the Annual Report. Police photographer Steven Oborski donated his valuable time to take pictures of the Medical Center, Blacksmith Tavern, the Industrial Park, the Glastonbury Meadows, Center Green, and the Town Council for the Report. Janet Siefert, a Trinity College studio arts major, designed the pages titled "A Flavor of Glastonbury." The cover story was written with the help of Mr. Frank Cavanaugh, Chairman of the Project Green Committee.

Edited by Phyllis St. George, Research Assistant
Printed by K & R Printers, Inc., 32 Main Street, Ellington, Connecticut

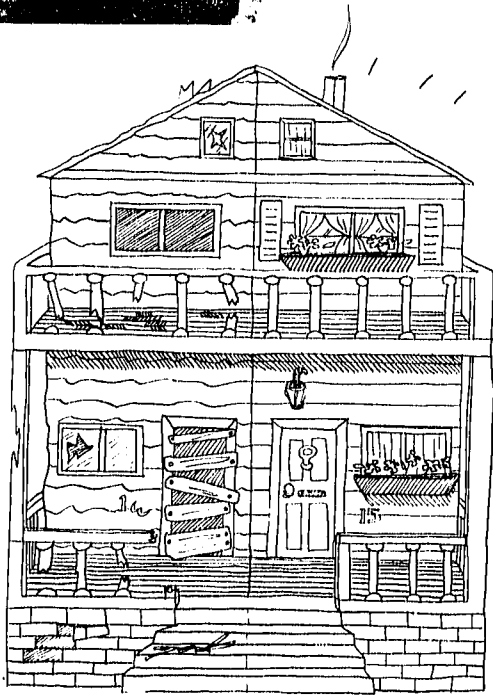
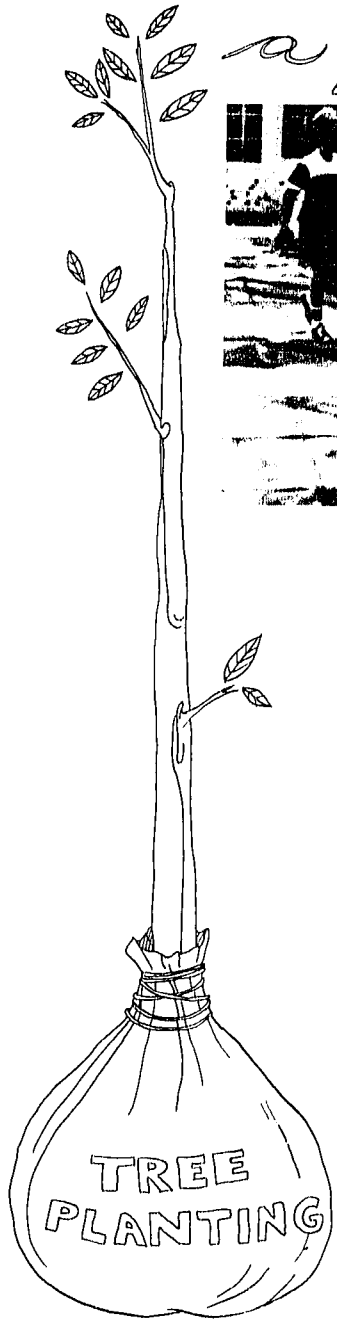
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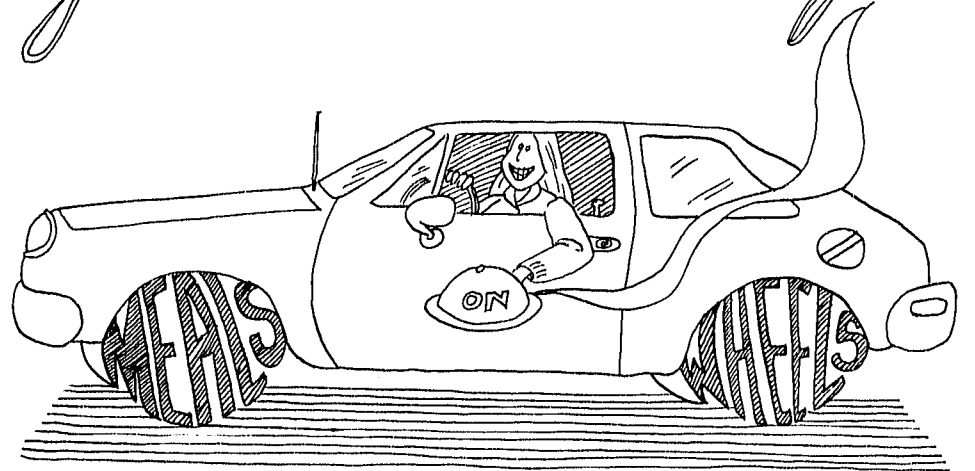


LIBRARY
PET SHOW

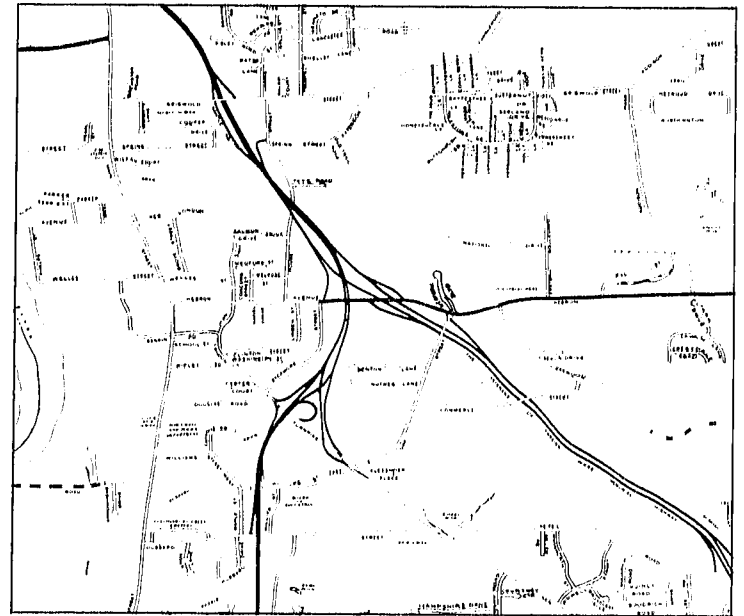


URBAN RENEWAL

Glastonbury



Glastonbury



urban area



Appointed March 8, 1960
DONALD C. PEACH



Town of Glastonbury

2108 MAIN STREET • GLASTONBURY, CONNECTICUT 06033 • (203) 633-6231

Town Manager

TO THE TOWN COUNCIL AND CITIZENS OF GLASTONBURY

The Town for a time may have lost its way in 1977-78. Although there were accomplishments, there were feelings of frustration and resentment expressed within the town on public issues. No doubt such feelings in part reflected national attitudes. Pride in the community declined, and optimism about its future waned.

Glastonbury is still a very special place, and its potential for being more than the average suburb is as bright as ever. It is my hope that once again the town will regain its sense of community, its respect for social justice, and its ability to accept change gracefully.

The citizens of Glastonbury have over the years proved to be sensible and responsible. I am sure that we shall return to the pursuit of excellence.

Very truly yours,

Donald C. Peach
Town Manager



Town of Glastonbury

2108 MAIN STREET • GLASTONBURY, CONNECTICUT 06033 • (203) 633-6231

TO THE CITIZENS OF GLASTONBURY

TOWN COUNCIL

1978 has been a year reflecting, here in town, a national feeling that the line has to be drawn somewhere, that taxes are becoming an intolerable burden for the middle income people.

In the wake of a countrywide reaction, Glastonbury turned down a town hall addition/renovation bond issue. Those who later analyzed the referendum called the negative vote a result of the present economy combined with a desire to keep taxes at a minimum.

In spite of some of the negative things, we have made progress in many areas. Main Street reconstruction plans have been approved by the state, and at the end of the year required only some technical arrangements to bring the job up to the referendum stage.

A village center study was authorized and will be ready for presentation early in 1979. Village center planning is an attempt to help control growth in an orderly fashion within our town limits.

After 12 years of planning, a church-sponsored group will build elderly housing units behind St. Paul's Church.

We have been working to develop long-term answers to our solid waste disposal. Delays in our planning have been caused by a slowdown in the schedule for construction of a Connecticut Resource Recovery facility. The town has had to place emphasis on recycling to extend the life of the landfill. The opening of a bulky wastes disposal site in South Glastonbury has also helped.

As promised during the last campaign, a Charter Revision Commission has been named and directed to report back with recommendations in the spring.

The Redevelopment project is drawing to a close. One of the last phases has been the completion of the Center Green, now in the works under the direction of the Public Works Department.

One of our best methods to keep tax rates down in spite of inflationary cost increases is to build up our tax base. With the arrival of Amica as part of the corporate park, other corporate headquarters are beginning to express interest in the location. We will continue to try to attract that type of construction in the area.

While we've had some problems this past year, the town continues to operate on a sound financial basis. Council members have tried to be responsive to the townspeople and will continue to do their collective best for town citizens.

Respectfully yours,

Henry A. Kinne, Chairman

ELECTED TOWN OFFICIALS

Town Council '77

Constantine Constantine
David E. Crow
Marcia W. Erley,
Vice Chairman
Henry A. Kinne, Chairman
Janet R. Maher
James R. McIntosh
Nancy Owen
Dale A. Richter
Joan L. Saglio

Board of Education

Ann Alvord
Henry J. D'Auria,
Chairman
Beth Eliason
Charles Greenwald
Judy Harper
E. Gerald Keen
Vincent Palacino, Jr.
Diane Twachtman

Fire Commission

William Constantine
Earl C. Goodale
Henry Bemont
Dr. Ernest E. Novey, Jr.
Thorne Perry
Edward P. Urbansky, Jr.

State Senator

David M. Barry

Board of Finance

Robert D. Bowden
Samuel Delch
William B. Glotzer,
Chairman
Edward F. McCabe
R. Walter Hemlock
Diane Northrop,
Vice Chairwoman

Board of Tax Review

Carl Bolln, Chairman
J. Blaine Lewis, Jr.
William Low
Robert Phelon
Richard Yedziniak

Zoning Board of Appeals

Walter L. Erley
Robert Gamer
Winthrop Goodwin
Charles Monaco
Douglas T. Scott,
Chairman
Alternates:
Arthur W. Bostick
Donald Gondek
David H. Elliott

Registrars of Voters

Carolyn S. Larson
Joan Kemble

Justices of the Peace

Mario L. Accornero
Phillip J. Baribault, Jr.
Francis B. Barnett, Jr.
Carolyn O. Brown
Marjorie A. DeGray
Olga R. DeSpautz
Robert F. DiBella
A. Estelle Flanagan
Winthrop M. Goodwin
Florence Z. Henderson
Herbert M. Johnson
Howard R. Kirck
Mary R. Lamphire
Laura F. McLean
Ruth A. Naughton
William P. O'Connell, Jr.
Nicholas Palndiris
Lucretia Seldel
Kenneth P. Smith
Brian E. Tyrol

Constables

Charles Fisher
Clarence Norton

State Representative

Antonina B. Parker

U.S. Representative

William R. Cotter
(1st District)

Probate Court

Judge Donald Auchter

APPOINTED ADMINISTRATIVE OFFICIALS

Town Manager

Donald C. Peach

Assessor

David MacArthur

Community Development Director

Richard Elgen

Building Official

Bernard Dion

Director of Health

Richard Coppa

Dog Warden

John Carini

Financial Director - Schools

Dr. Alfred Villa

Public Works Director

S. Robert Pryzby

Fire Chief

Edward Siwy

Superintendent of Schools

Hugh Watson

Fire Marshal

Howard Horton, Jr.

Highway Superintendent

Edward Carini

Housing Authority Director

William Willett

Insurance Agent

Glastonbury Insurance
Agency, Inc.

Library Director

Elinor Hashim

Parks & Recreation Director

J. Baylis Earle

Superintendent of Sanitation

Ralph Mandeville, Jr.

Chief of Police

Francis Hoffman

Tax Collector

John Croce

Town Attorney

William Rogers

Town Clerk

Edward Friedeberg

Social Services Director

Hazel Hutt

Youth Services Director

Edmund Melncke

Civil Preparedness Director

Robert F. DiBella

Director of Administrative Services

G. Ted Ellis

COMMITTEE AND COMMISSION ROSTERS

Building Board of Appeals/Codes Review Committee

Calvin J. Carini
Edmond Van Dyke Cox
Ottis F. Hall*
William L. Robotti
Philip P. Shaughnessy

Capitol Region Council of Governments

Henry A. Kinne
Marcia Erley (alt.)

Citizens Advisory Committee

Rev. Elmer Breyer
Mark K. Branse
Rosiland Bennett
Leon Bassow
Phyllis Chericoni
Theodore Dalaku
Charles Fisher
Carol Fredrickson
Denis Jones
Edmond J. Jowdy, Jr.
Robert Loehfelm
Ann Parzuchowski
Pamela Palmer
Dorothy Peltzer
Allen Pfeffer*
David Ross
Edna R. Rudd
Miriam Schmidt

CRCOG—Citizens Forum

Joann Onacki

Commission on Aging

Eleanor Bostick
Fleda Dean
Percy House
Alfred Lincoln
Paul Love
Winona Morse
Gilbert Spencer*

Community Beautification Committee

Olga Corban
Lillian Loveland
Mary Lyons
Alice Moriarty
Mimi Sanford
Robert G. Shipman*
Salvatore Vullo

Conservation Commission

Carol R. Burritt
Cynthia Flitton
Richard Mihm*
Franklin Pond
Maria Robotham
Alan R. Spier
Peter Stern

Economic Development Commission

David J. Della-Ritta
Sonya Googins
Alden A. Ives*
David H. Lips**
Robert F. McKinney
Peter C. Schwartz
Leo Steinhardt

Fence Viewing Committee

Richard A. Fochl
Howard R. Kirck
Charles H. Tryon

Fine Arts Commission

Kristina Celichowski
Thomas DeMille
Joan Dufford
David Flitton
Betsy Hamilton
Barbara Jenkins**
Thomas Lips*
Betsy Olmsted
Doris O'Rourke
Evelyn Prell

Phyllis Tildes
Johann Tschinkel
Woodward Waesche
Margot Winslow

Heritage Committee

Doris Armstead
Jean A. Greene*
Sandra O'Leary
Marion Richardson
Madeline Schultz
Catherine E. Shea
Elizabeth Taylor
Thomas Theurkauf

Housing Code Appeals Committee

Nelson C. Brown
Joseph J. Kugler
Martin Mass
Brian McCann
ex officio:
Building Official
Fire Marshal
Engineer

Incorporators of the Free Academy

Edward Bantley
Robert L. Henderson
Robert P. Mercier

Insurance Advisory Committee

David Canapari
George A. Clyde
Richard Fochl
Roger Gray
Thomas Leahy
H. William Reed
Craig Smith

Jury Committee

Betty Giamalis
Mary Mello
Pauline Millich

Parking Authority

Albert E. Aubin*
Raymond Brezzo
William O'Connell, Jr.
Zygmund Onacki

Personal Appeals Board

Arthur R. Colby
Richard A. Everts
William J. Faber
John O'Rourke
Robert H. Pearson*

Planning and Zoning Commission

Charles F. Ames
Walter R. Casella*
William E. Ferris
Robert W. Jenkins
Robert P. Knickerbocker
Thomas J. Murray
Timothy Moriarty (alt.)
Lawrence B. Morse (alt.)
Judith Stearns (alt.)

Public Buildings Commission

Herbert W. Behrens
Robert J. Fagnoni
Leslie R. Kenny
Flori G. Minietti
William J. Olsson*
Ann Alvord
(Bd. of Ed. Liaison)
Edward F. McCabe
(Bd. of Finance Liaison)

Public Housing Authority

Harold C. Buckingham
Inez Hemlock
James Juros
Harvey A. Katz*
James F. Noonan

Human Relations Commission

MaryLou Barrett
Robert E. Goodrich
Margaret McKeever
Susan Motycka
Marilyn Seichter
Freya Lund Sonenstern
Gloria Symington*
Robert B. Titus
James Ritter, Jr.
George J. Sandford, Jr.

Recreation Commission

Joyce Allen**
J. Bruce Barlow
Robert A. Breen
Carol D. Haught
David L. Motycka
W. Gilbert Wolf*

Redevelopment Agency

Charles W. Brown
Priscilla Burkhardt*
Edmund Downes
Mary Kimball
Barbara Pond
Kenneth P. Smith**
Dr. Edward Stewart

Safety Committee

Frank Cavanaugh
Joan Corcoran
William Dunn
Paul Farina
Kimberly Murray
Lewis Parker
James Spencer*

Sidewalk Evaluation & Program Commission

Joyce Aparo
Todd R. Balfanz
S. William Clulow
Bradley Easterson
James H. Lloyd III
Clifford Packard
Michael J. Vall

Welfare Advisory Committee

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

Welles-Turner Library Board

Margaret Berg
Michael E. Brown
Dennis Carrithers*
Penelope B. Kelly
Charles E. Rignall
Raymond Wille

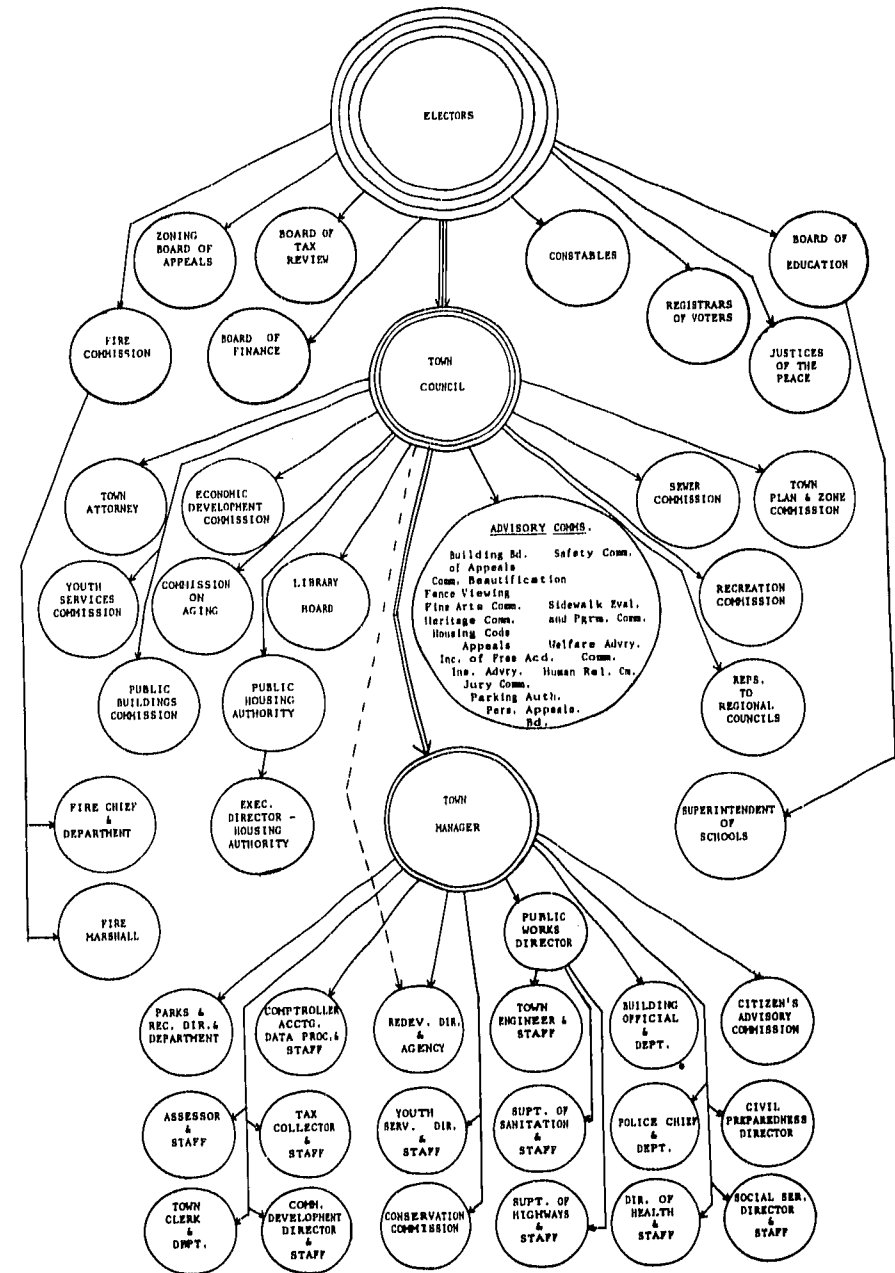
Youth Services Commission

Jeanne Babineau
Richard Burkhardt
Dr. Ruthellen Gahrn
David Lynch
Susan Motycka
Margaret Richards
Rochelle Y. Ripley
Salvatore Squatrito, Jr.
Jullana Steffens
ex officio:
Police Chief
Rev. Criag N. Raeburn
Kenneth Adamson
Elizabeth Schick

Sewer Commission

George Adamson
Donald Cromwell
George W. Ripley, III
F. Peter Schevola
Lucretia Seidel*
George Smith
Harold G. Symington

* Chairman
** Vice Chairman



TOWN CLERK

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

Collections for the Town General Fund in 1977-78 increased nearly 17% from the prior year and went over \$100,000 for the first time.

The 1977-78 fiscal year marked the first time in nearly a decade that the birth rate was up substantially, increasing 27% over the previous year.

Collections

	1975-76	1976-77	1977-78
For the Town General Fund			
Conveyance Tax	\$33,762.70	\$48,181.70	\$ 59,679.75
Recording Fees	30,799.84	38,649.25	42,272.81
Other	3,395.55	5,097.20	5,615.65
	\$67,958.19	\$91,928.15	\$107,568.21
For the State of Connecticut			
Hunting & Fishing Licenses	\$14,227.50	\$14,381.50	\$ 14,311.00
Majority Cards	132.00	138.50	76.50
	\$14,359.50	\$14,520.00	\$ 14,387.50
For the Town Dog Fund			
Sale of Dog Licenses	\$ 9,020.00	\$10,305.45	\$ 12,948.50

Statistics

	1975-76	1976-77	1977-78
Births	211	202	257
Deaths	141	152	156
Marriages	234	275	275
Dog Licenses	2,619	2,391	2,701
Hunting & Fishing Licenses	3,308	3,345	3,341
Veterans' Discharges	149	154	184
New Voters	551	518	324
Majority Cards	264	277	156
Land Record Documents	3,963	5,021	5,377
Absentee Ballots	396	1,035	393

REGISTRARS

Voter Registration Sessions are held the fourth Thursday of every month from 7 p.m. to 9 p.m. in the Registrars Office at the Town Office Building. Voters may register and affiliate with a political party daily from 8:30 a.m. until 4:30 p.m. in the Office of the Registrars or of the Town Clerk. The Registrars may register voters any time they are in their office. Eligible voters should contact the Registrars for these special times at 633-1330.

A total of 865 voters were registered from July 1, 1977 through June 30, 1978 with the following results:

New Voters	Party Affiliation	Total Voters
313	Democrats	4,692
270	Republicans	4,930
282	Unaffiliated	4,546
865		14,168

A municipal election was held on November 8, 1977 with the following vote cast:

Total eligible to vote:	13,994
Total vote cast at polls:	8,000
Total absentee ballots:	345
Total votes cast:	8,345

ASSESSOR'S OFFICE

Grand List: The final net Grand List, as filed by the Board of Tax Review, represents an increase of \$7,208,950 over the January 1, 1977 Grand List. The increase is smaller than previous years due to the change in assessment dates from January 1 to October 1. The current Grand List of \$273,823,007 reflects only nine months of growth. Breakdown totals include:

Net Totals	October 1, 1977	January 1, 1977	Change	%
Real Estate	\$239,164,217	\$232,546,447	+ 6,617,77	+ 2.8%
Personal Property	12,386,670	13,037,860	- 651,190	- 4.9%
Motor Vehicles	22,272,120	21,029,750	+ 1,242,370	+ 5.9%
	\$273,823,007	\$266,614,057	+ 7,208,950	+ 2.7%

Substantial Taxpayers: The following is a list of the ten top taxpayers. The total of their aggregate assessments is \$14,608,590, which generates \$680,760 in revenue at the current mill rate of 46.6 mills.

Coccoma, John A. & Harriet B.	\$ 3,089,210
Connecticut Light & Power Co.	1,844,240
Continental Real Estate Partners Ltd.	1,805,570
Colonial Village Apartments	1,608,770
Center Mall Associates	1,543,560

Arbor Acres	1,083,300
Manchester Water Company	1,033,530
Glastonbury House Apartments	965,070
Hartford Electric Light Company	889,510
Tyrol & Wethey Company, Inc.	745,830
	\$14,608,590

PROBATE COURT

The Court of Probate for the District of Glastonbury was constituted on January 8, 1975 and is part of the state judicial system operating under the supervision of the State Probate Court Administrator and the Chief Justice of the State Supreme Court. Judges of Probate are elected for four year terms in state elections. The Clerk of the Court is appointed by the Judge, as are the Assistant Clerks and all other staff members.

The Court of Probate has primary jurisdiction over decedent estates, conservatorships for incapable persons, guardianships for minors, testamentary trusts, adoptions and mental commitments. Marriage waivers, change of name and passport applications are also handled by the Court. In addition, the Court participates in numerous meetings and conferences with public and private agencies dealing with mental health, aging, adoption, and other areas related to Court matters.

During the past year more than one hundred sixty families were provided administrative services under the Court's jurisdiction. This included:

114 Decedent Estates	12 Adoptions
9 Conservatorships	5 Marriage Waivers
13 Guardianships	2 Weddings
5 Testamentary Trustees	

Hours are 12:00 to 4:00 p.m. Monday through Friday and Monday evenings 7:00 to 9:00 p.m. Other times by appointment.

BUILDING INSPECTION

Total estimated cost of construction was \$12,794,071. Department revenue totaled \$83,589.10. 1,913 permits and 333 Certificates of Occupancy were issued. Inspections conducted totaled 3,415, involving all phases of construction and land use, and 92 complaints were investigated.

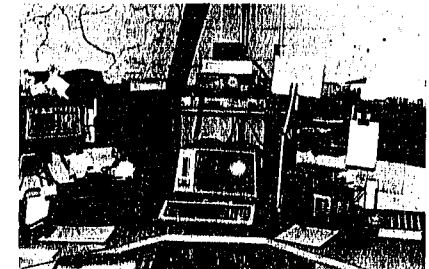
In addition to receiving applications and maintaining records for the Zoning Board of Appeals and Building Code Board of Appeals, the Building Official enforces the Building-Zone Regulations, Building Code, Related Mechanical Codes, and serves as Chairman of the Housing Code Appeals Committee.

OFFICE OF COMMUNITY DEVELOPMENT

Activities for 1977-78 included processing applications for 26 subdivisions and 31 Design Reviews. Administrative consolidation was continued for major community development staff functions, including planning and zoning, redevelopment, building inspection, environmental planning, and economic development. Third year Community Development Block Grants were frozen. The application was submitted to HUD for fourth year funding, the entitlement for which was subsequently reduced to zero. The Director of Community Development, Michael Brown, resigned during 1977-78.

POLICE

Fiscal year 1977-78 will be remembered as a very crowded one for the Police Department. The existing facilities are utilized to beyond the breaking point, and personnel lockers and supplies have spilled out into hallways, lavatories, and even into a shower room. This not only makes an uncomfortable working environment, but a dangerous one as well. Privacy and the means to provide a confidential interview are virtually non-existent. The victim and the accused are often forced into needless face-to-face altercations because of spatial limitations. The section of the new Town Office building designated for the Police Department is needed badly.



Crowded Dispatcher's Room

Future Concerns

1. To continue the directed deterrent patrol programs in high crime areas.
2. To increase public awareness in the necessity of reporting crime.
3. To reduce residential burglaries via patrol programs.
4. To develop an educational program for youths in specific grades for the purpose of a reduction of youth involvement in criminal activities.
5. To continue to provide the highest possible degree of service to the town.

Statistics

	1976-77	1977-78
Serious crime—burglary, assault, rape	962	864
Less serious crime—trespassing, disorderly conduct	3456	3812
Miscellaneous non-criminal	3719	3736
Police service	4882	6907
	13,019	15,319

Citizen participation in the areas of reporting suspicious people, vehicles, and conditions showed a marked increase. Due to these citizen efforts, numerous criminal activities were halted. In one month alone, six arrests of individuals were made during the commission of active burglaries.

Limited space causes cramped environment



Rescue - brush and forest fire truck



Radiological spill simulation with Channel 8 action news video-taping event

CIVIL PREPAREDNESS

The Glastonbury Office of Civil Preparedness has been constantly involved in and responsible for the preparation and updating of operational plans and procedures, as required by law, to be used by the town government in the event of an emergency situation as a result of man-made or natural disaster.

These activities have included the training of fifty-three town employees in the delicate art of radiological monitoring. With the cooperation of the Town Manager and various department heads, town personnel such as Police, Fire, Public Works, Parks, and Ambulance persons have been involved in a federal and state program of training radiological monitors to be used for the protection of the citizens of Glastonbury in the event of a nuclear radiation hazard from either peacetime uses of radioactive materials or thermonuclear attacks upon our nation.

This undertaking, which places Glastonbury ahead of any one of the 169 towns and cities in the state in its radiological monitoring ability, has allowed the federal government to supply radiological monitoring instruments to the town free of charge. The various departments who have trained monitors on

their staff have these instruments and thus both monitor personnel and equipment are ready to be used at an instant notice. Refresher and new courses are being planned in order to keep the Glastonbury Radiological Monitoring Program up-to-date. This Department has also been the vehicle through which a military four-wheel drive weapons carrier has been given to the Town by the Department of Defense, free of charge. Glastonbury Civil Preparedness then turned this truck over to the Fire Department where the volunteers of Company #3 worked for several months to convert it into a fire truck to be used for the fighting of forest fires and also as a rescue truck for use on difficult terrain.

FIRE DEPARTMENT

In an effort to reduce our fire losses in the home, the Office of the Fire Marshal has implemented a home fire safety program that reaches 1500 grade school students each year. It is hoped that positive results will be seen in the coming years.



Evans & Paole Fire

The Fire Marshal recommends that every citizen install early warning devices in their homes or apartments since these devices have proven their effectiveness in saving lives. With the sharp increase in the use of woodburning appliances, the need for proper installation and maintenance cannot be overemphasized.

In addition to the normal response to emergencies, the fire prevention programs, and public education in fire safety, the fire service conducts fire inspections of private and public schools, health care facilities, churches, businesses and industry, multiple occupancy residences, and all places of assembly through the Office of the Fire Marshal. Permits for transportation and storage of explosives were issued and fire drills were conducted in all public schools.

Summary of Emergency Alarms

Brush and grass fires	117	Home smoke detector alarms	10
Motor vehicles & accidents	105	Street electrical	20
Home and building fires	95	School false alarms	12
Barn fires	3	Other false alarms	3
Home appliance fires	33	Drownings & river rescue	5
Chimney fires	18	Water in basements	104
Miscellaneous	37	Total alarms	562

It is alarming that structural fires increased by 40% during the past year. This increase included one fatality in a residential fire. The major portion of the fires in homes and businesses are accidental, and therefore, preventable,

although a small portion of these fires have other than accidental causes. There was an increase of 16% in the number of alarms since 1976-77 and an increase of 55% since 1975-76.

Objectives for 1978-79

1. To recruit daytime firepersons.
2. To measure and improve the Fire Department's response to alarms.
3. To increase Fire Safety Programs in the schools.
4. To purchase new apparatus.
5. To pursue the acquisition of a new fire house for South Glastonbury.

PARKS AND RECREATION

The Parks and Recreation Department operates numerous programs which have been designed to meet the recreational and social needs of residents from preschoolers to senior citizens.

Camp Sunrise: Designed to provide handicapped children with opportunities to learn and grow through recreational activities, the Camp ran successfully from July 5 to August 18. Forty children, ages 3-21, from Rocky Hill, Wethersfield, and Glastonbury participated in physical exercises, individual and team sports, perceptual motor training, and daily swimming. There were many field trips and an overnight at J.B. Williams Park. The entire program is funded through donations, foundation grants, and participating town budget appropriations.

Summer Music and Arts Camp: This three week pilot program, which was designed to offer a comprehensive program of classes in Music and Arts, enjoyed excellent community response and hopes to expand activities for next summer.

In addition to the Parks and Recreation's special programs, the Recreation Commission continues to support the general programs for swimming, basketball, gymnastics, softball, and tennis.

Recreation Swimming programs in Glastonbury provide something for every taste. A varsity and junior varsity team held 16 meets between them and participated in an extensive Amateur Athletic Union program. The Spring Water Ballet attracted 600 spectators and included 20 swimmers and 18 dancers with professional settings. Glastonbury offers one of the most modern and attractive indoor pools in Connecticut, so it is no wonder that residents are attracted in large numbers to the public swim hours, even to the increasingly popular 6:45 a.m. adult swim.

Swimming Programs

Aquacade	20
Varsity Swim Team	56
JV. Swim Team	52
Adult Swim Lessons (weekly)	4 per night
Swimnastics (weekly)	12 per night
Adult Swim	710 per month
Diving Lessons	63
Swimming Lessons	1470



The 1978 Summer Recreation Department's Junior Tennis Team accumulated more wins than any of the private club teams in Town

Junior Tennis Team

Glastonbury boasts 12 fine courts (4 lighted) which are among the best in the Hartford area. In the winter months, adult lessons continue indoors at one of the local tennis facilities.

Tennis Programs

Town Team Tennis	96	Children's Tennis Instruction	216
Adult Tennis Classes	229	Women's Round Robin (2x per week)	40
Junior Team Tennis	25	Mixed Doubles Round Robin	18
Tennis Tournaments	100		

HEALTH

Communicable Diseases Reported

Amebiasis	1	Measles	1
Enteric Pathogen	4	Salmonella	1

Gonorrhea	20	Strep Throat	16
Hepatitis	2	Syphilis	13
Infectious Mononucleosis	16	Toxoplasmosis	2
Malaria	1	Tuberculosis	9

A total of 79 travel certificates were validated.

Well Child Conference

The Visiting Nurse Association conducted a total of 12 clinics and had 147 clinic visits. Immunizations for a rubella clinic totaled 71 and 195 senior citizens were vaccinated at the Flu Clinic. A vision and hearing clinic in cooperation with the Women's Club of Glastonbury tested 400 children.

Housing Code

A total of 611 inspections were made and 117 orders issued. Routine Housing Code inspections have been discontinued and activity is solely from complaints received.

Refuse Disposal

Extended use of our landfill is being achieved by the cooperation of our citizens in the recycling program. Three satellite stations are now in operation and collections have been increasing steadily. The landfill still enjoys the fine reputation of a model operation.

Environmental Inspections		Routine Inspections	
Complaints Received	164	Food Service	630
Insects & Rodents	27	Housing Code	611
Garbage & Rubbish	119	Sewage Disposal Systems	1126
Sewerage	285	Swimming Pools	176
All Others	192	All Others	773
Total	623	Total	3316



"Finian's Rainbow"

YOUTH SERVICES BUREAU

The continued leadership of Glastonbury in the area of community mental health was again recognized by the National Institute of Mental Health. Glastonbury Youth Services activities were spotlighted in the NIMH's publication, **Innovations**. While the number of clinical referrals declined slightly, the agency saw a 27% increase in the number of client meetings for the fiscal year 1977-78.

	Clinical Referrals	Client Meetings
1976-77	290	1758
1977-78	287	2232

Programs:

Clinical Services: Crisis, individual, family and group counseling; consulting to schools, groups, and police; youth advocacy; in service training; and research component.

Creative Experiences: Wilderness School; Youth Services Action Group; film, dance, theatre, musical, educational, and community services.

Youth/Elderly Employment Program (YEEP): Sponsors neighborhood Youth Corps each summer, and job referrals for senior citizens and for youths 12 to 21.

Community Life Education: Under clinical services, educational seminars, workshops, forums, and classes are sponsored through Youth Services and Adult Education for Glastonbury citizens.

Commission on Aging: The Commission had a successful year overseeing the Dial-A-Ride Program, the operation of the Gideon Welles Senior Drop-In Center, the Meal-On-Wheels Program, and the health programs, and supplying information on other problem areas of the elderly. The Commission depends upon and has had great support from many volunteers and agencies in the running of all programs. In the future, these programs will continue and the possibility of starting new programs, such as handicap programs, outreach programs, and nutritional programs, with the aid and cooperation of many agencies and volunteers, will be investigated. The new Coordinator for the Aging will send out a survey to identify the needs of the elderly in Glastonbury and will formulate a strategy to meet these needs. The new Dial-A-Ride vehicle (there are now two such vehicles on the road) will better serve the elderly's transportation needs in Town.



Welles-Turner Preschool Story Hour

WELLES-TURNER MEMORIAL LIBRARY BOARD

Desperately crowded conditions at the library necessitated rearrangement of departments during the past year in order to continue to provide adequate service to the public. The result has been, regretfully, the loss of a community meeting room and an auditorium for library programs. The addition of new shelving and the rearrangement, however, make it much easier for people to find the materials they seek, provide better access to the Reference Department, and a quiet place to read and study on the second floor. Glastonbury has outgrown the present library facility, and the recent rearrangement is a temporary measure, at best.

Popular programs such as the preschool Story Hours, the Summer Reading Program, and the Pet Show were continued in the Children's Department. The evening film programs sponsored by the Reference Department were held at Academy School during the past year.

The library has maintained close association with the Capitol Region Library Council and the State Library to provide interlibrary loan and the rapid delivery of materials, as well as cooperative efforts in purchasing materials. Membership in the Town and Gown Film Circuit permits loans of 16mm films to the public, and this, too has been a well-received program.

The library continues to be one of the focal points of the community, with ever-increasing use as evidenced by the following statistics:

	1976-77	1977-78
Circulation	203,730	207,014
Reference Questions	4,940	6,387
Book Collection	79,747	84,163

SOCIAL SERVICES

The functions and responsibilities of this Department are established under Public Act No. 345 of the General Assembly and the standards to meet social needs are set forth in detail in the **General Assistance Manual**. Every expenditure has a set fee schedule. Applicants are processed for need and eligibility and are taken care of locally after they meet the requirements of the State and Federal Programs.

Volunteer groups in Glastonbury form to serve needs that are not met by State and Federal Programs. F I S H and the Meals-On-Wheels drivers and church and children's groups, which contribute to "Pantry Shelf" supplies, provide many necessary programs.

The lack of adequate transportation and day care hamper the poor's abilities to learn employment skills and to travel to their jobs after they are employed. Provision of transportation and day care services is hard and frustrating, but can be solved through local expertise.

Hazel Hutt will retire at the end of 1978 after more than thirty years of service to her fellow citizens. During these years, Social Services has undergone many changes of benefit to all recipients due to uniform standards of aid and more attention to skill development in the competitive employment field.

Sewer Commission: The Commission held regular meetings twice monthly. Members spent extra hours in subcommittee sessions and in studying problems in the areas of assessments, easements, engineering, and law. After ten years of service on the Commission, J. Phillip Berggren, the distinguished Chairman, resigned.

Accomplishments:

1. Engineering designs for the Salmon and Roaring Brook sewer extensions were completed and placed on the shelf until federal funding becomes available.
2. The Uniform Assessment Resolution was adopted by the Commission and made effective March 8, 1978.
3. The Apple Hill-Hale Road sewer project was put out to bid.

Plans:

1. Construction on the Apple Hill-Hale Road Project should start in September of 1978.
2. Grant application will be filed for the upgrading of the Parker Terrace Pump Station.
3. A method of assessment for multi-family situations will be adopted.
4. Better guidelines will be established for reimbursement to developers who build sewers.

Planning and Zoning Commission: The Commission continued its leadership in insuring the controlled positive growth of the Community. Emphasis included compliance with the Town's Plan of Development, reviewing and making recommendations concerning all municipal improvements, including land acquisition and capital improvements; negotiation of land sub-division; and protection of the public through the Special Permit process.

Zoning Board of Appeals: Charged with the hearing of appeals from the citizenry concerning variances, special exceptions, motor vehicle site approval, and decisions of the Building Official, the Board held 13 public hearings and considered 78 applications for zoning relief, 63 appeals for variances, 11 appeals for special exceptions, and 4 appeals for motor vehicle site approvals. Eleven of those applications were denied.

Public Building Commission: The work of the Public Building Commission during 1977-78 dealt exclusively with the planning of the Town Office and Police Department addition.

Redevelopment Agency: The Redevelopment Program continued its efforts to revitalize the central business district of Town. Fiscal Year 1977-78 saw much new construction such as a medical center, dental office, professional office, animal hospital, and a rehabilitated service station. In addition work began on the Center Green project and Blacksmith Tavern as well as residential construction of townhouse units at Glen Lochen. Redevelopment continues to add to the Town's Grand List and revenue tax base.

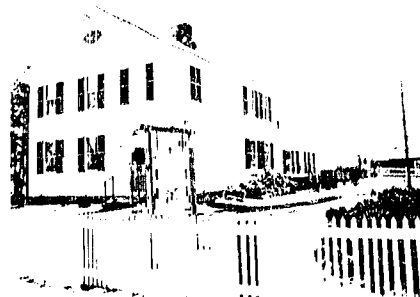
The Redevelopment Project has completed about 98% and 53% of its acquisition and disposition activities. It is anticipated that the project will be concluded by June 1979 with the use of land sale proceeds and Community Development Block Grant funds.

Economic Development Commission (EDC)

The primary responsibility of the EDC is to control, promote, and in



Medical Center



Blacksmith Tavern

general oversee the use of industrial zones of the Town. Activity in the past year has included reviewing and recommending proposal applications for uses of industrially zoned land. In addition the majority of the time has been spent on the development of an industrial park plan.

The State Study Assistance Grant has provided the development of a marketability study for the proposed 230 acre industrial park on Hebron Avenue. Upon the State approval of this report, the EDC proceeded to prepare the plan of development which is expected to be completed by September of 1978. Local, regional, and State approvals of this plan would allow application for State assistance to develop the industrial park.

Highlights of Fiscal Year 1977-78 included the acquisition of the first ma-



Proposed Industrial Park

for tenant to the proposed industrial park. The AMICA Mutual Insurance Co., Providence, Rhode Island will build a 60,000 square foot regional facility on a 20 acre site. In addition the Town continued to promote the availability of its industrial sites at the Connecticut Industrial Trade Expo held at the Hartford Civic Center. Further promotional efforts will be accomplished by an intensive multimedia marketing program.

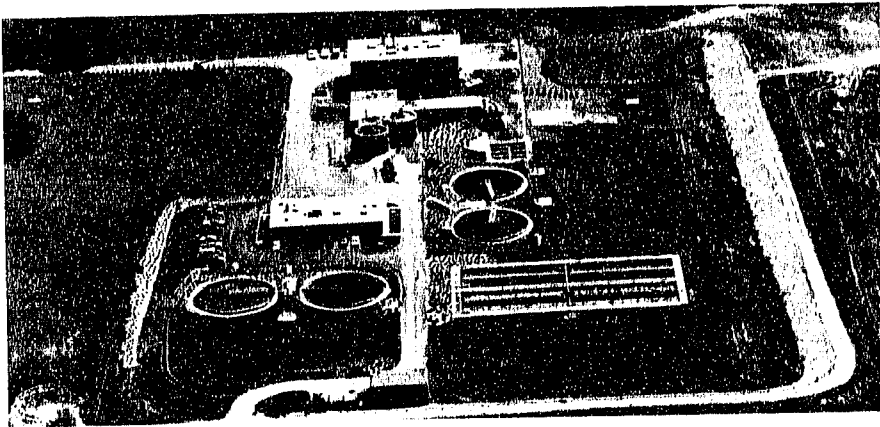
PUBLIC WORKS

Public Works is the single largest function of the Town not under the Board of Education. As the Town continues to develop, citizens look to Public Works for solutions to drainage problems and street improvements. Water pollution control and refuse disposal are areas where mandated improvements and changes are occurring. Support groups in Engineering, Vehicle Maintenance, and Public Buildings must be ready and flexible to meet these challenges. The Public Works organization has adapted to meet the Town's needs.

The Engineering Group provides technical services on various projects to all Town Departments, Boards, and Commissions. Responsibilities include the design of minor construction and maintenance projects, the review and the inspection of construction work performed by private contractors, and the maintenance of Town plans, mapping, and files.

The Streets Group provides maintenance and minor repairs to existing facilities such as streets, sidewalks, snowshelves, guard rails, storm drainage, sanitary sewerage, traffic markings, and snow/ice control. To meet the ever-increasing needs, two new crews were formed — a new construction crew and a major repair crew. Mr. Edward Carini, Highway Superintendent, and Mr. Gerald Mosher, Streets Foreman, operate the Streets Group.

The Vehicle Maintenance Group provides maintenance and repair service for vehicles and equipment belonging to all Town Departments including Police,



Public Works

Fire, and the Board of Education. Mr. Laurence Loomis was promoted to Crew Leader and given the responsibility of coordinating repair requests from all Departments with the mechanics. Under the direction of Mr. Edward Draghi, Vehicle Maintenance Foreman, a new fleet maintenance system is being developed. It should be noted that Mr. Draghi reached the 25 years of service plateau during the year.

The Public Buildings Group provides maintenance and repair to the Town Office Building, Public Works Buildings, Parks and Recreation Department, Welles-Turner Library, Gideon Wells House, Still Hill Boarding Home, Youth Services, Fire Department, and the bus shelters. Caretaker service is also provided to buildings under the jurisdiction of the Redevelopment Agency.

The Water Pollution Control Group is responsible for operating, maintaining, and repairing the Water Pollution Control Facility and seven pump stations. It should be noted that the United States Environmental Protection Agency presented an award recognizing the Glastonbury facility as one of the finest operated facilities in the New England area.

The Refuse Disposal Group is responsible for properly disposing of garbage, rubbish, brush, stumps, bulky metals, and tires according to the Connecticut Department of Environmental Protection permits which were issued to the facilities off New London Turnpike and off Tryon Street. A new recycling facility at the landfill, as well as three satellite recycling stations, were made operational.

The previous fiscal year saw the organization of Public Works completed when the responsibilities, authorities, personnel, and equipment were assigned to the various groups. During this fiscal year, leadership of the various groups was developed. In the coming fiscal year, goals with appropriate programs will be developed.

Glastonbury Housing Authority

The Housing Authority is charged with the responsibility for operation and management of Welles Village, the 199 unit moderate income housing development, as well as Center Village and Village Green, both 50 apartment senior citizen housing projects. Although appointed by the Council, the Authority is a semi-autonomous agency functioning as an enterprise fund which receives no subsidy from town funds. Each year a payment in lieu of taxes is made to the Town. During the past year the Authority was fortunate to hire William D. Willett as the new executive director. His wide experience in the housing area and construction and refurbishing of buildings will be a great advantage to the Authority in the event that funds are obtained from the State Department of Community Affairs for the construction of 50 additional units at Village Green.



Welles Village

The Town of Glastonbury failed to receive the additional block grant funds it needs to carry out a desperately needed extensive capital improvement program at Welles Village. Although block grant funds were used during the past year for insulation of all buildings and for termite control, there are a great number of other items in the capital improvement program which must be completed. The Authority intends to carry this program forward even without block grant funds if none are available and hopes that a new schedule of payments in lieu of taxes can be agreed upon between the Authority and the Town Council in order to keep rent increases as low as possible.

CONSERVATION COMMISSION

The Conservation Commission is charged by State Statute and by Town Ordinance with the protection, preservation, maintenance, and management of natural resources. Unprecedented development pressure continues to occupy the Commission's time in analyzing a multitude of development proposals; a number of Special Meetings and field excursions were held by the Conservation Commission to meet the increased demand.



Glastonbury Meadows

Outstanding among other accomplishments was the development of a Preliminary Open Space Plan and the formulation of a revised Flood Zone Regulation for Town Council approval. The Commission is working toward the goal of a comprehensive analysis of drainage in rapidly developing areas of Glastonbury. The Town Council took a beginning step toward this goal when it appropriated funds for a limited study area. The Commission also received, on the Town's behalf, 11.7 acres of Open Space located in the Point Meadows, the first direct Meadows acquisition by the Town.

Future plans include expansion of the Preliminary Open Space Plan to the status of a working document and pursuit of the goals set forth in that plan. The Commission will lend strong support to the joint efforts of the municipalities of Glastonbury, Rocky Hill, and Wethersfield to establish uniform land use controls over the Great Meadows of the Connecticut River.

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. One such hearing was held during the year.

Community Beautification Committee

The Committee continued its efforts in tree planting by planting pin oaks along several streets in the center area. This year the Committee is combining its efforts with those of the Park Department to plant trees along Main Street from the center south. It is hoped that this combined effort will replace some of the many trees Glastonbury has lost in this area in recent years.

Flowers were purchased and planted at the Gideon Welles House and Welles Chapman Tavern to provide some floral color in the center for the summer. The Committee worked with the Park Department to obtain funding for a part-time gardener to work at Welles Corner and the Center Green.

Work on the completion of plans for the Center Green and the start of construction of the Green has been a joint effort of members of the Beautification Committee and Glastonbury community. Other Committee members have continued to serve on the Design Review Committee for the Redevelopment Project. Recommendations were reviewed and made to the Planning and Zoning Commission on landscaping and site plans for projects submitted for approval.

The Committee is planning to review landscaping at various town-owned buildings, with the intent of working toward the upgrading of those sites that need improvement. A major goal of the Committee to obtain funds for expanding the tree planting program; it is felt that the Town is losing street trees at a far greater rate than they are being replaced; if this continues much longer, Glastonbury will lose much of the charm that its once tree-lined streets provided.

Fine Arts Commission

The charge of the Commission is to promote activities for and participation in the Arts in Glastonbury. To that end, the FAC acts in unison with other boards, private organizations, and individuals.

Activities for 1977-78 included a series of performances by the Hartford Symphony and renowned guest performers, an opera by the Hartt School of Music, and Glastonbury sponsoring agent for a lecture by Margaret Meade.

For the coming year, the Commission will sponsor such activities as another Hartford Symphony series, a jazz band concert, two chamber music concerts in cooperation with the Glastonbury Historical Society, a performance of the "Messiah" by Manchester Civic Orchestra and Chorale, and a photography contest, emphasizing involvement of Glastonbury students, with cooperation from the school system.

Citizens Advisory Committee

This Committee serves as an advisory group to the Town Manager. In 1977-78, it was reduced in size and reorganized to better represent the various citizen groups in Glastonbury. The CAC held numerous public hearings and then formulated a Community Development Block Grant Plan designed to benefit the citizens of Glastonbury and to provide adequate housing for low and moderate income persons. A HUD imposed freeze on third year Block Grant funds complicated Glastonbury's task of providing adequate low and moderate income housing; however, final approval was given by CAC for 60 units of elderly housing in the Interfaith Project, and CAC is actively pursuing a low and moderate income site. The CAC is attempting to provide a forum for citizen input into the complex and emotional issue of federally assisted local housing.

**GLASTONBURY PUBLIC SCHOOLS
GLASTONBURY, CONNECTICUT 06033**

Annual Report of the Superintendent of Schools

To the Glastonbury Board of Education:

Improvement of instruction constituted the administration's main goal for this past year. This theme formed the focal point for the Superintendent's objectives and the objectives developed by members of the administrative-supervisory staff.

A committee of faculty members at Gideon Welles School, joined by two departmental directors, developed a resource guide for teachers that outlines those basic skills which are interdisciplinary in nature and which should be taught by teachers in all departments. The guide has been completed and will be distributed next year to all teachers in Grades 6-12. Using this guide as a base, Principal Salvatore Mangiifico is now preparing a booklet for distribution to all seventh and eighth grade students and their parents. This booklet will convey expectations concerning standards of written work for students and will outline basic skills which seventh and eighth grade students are expected to master.

In the sixth grade at Academy School, the thirty minute help in reading period held each day has concentrated on development of reading skills and work study habits. In this new period added during the school day, teachers have used exercises on reading comprehension and exercises to sharpen work study skills consistent with Glastonbury's instructional objectives in reading.

Special Education instruction at all grade levels has improved this year. Individualized educational programs are now outlined for each child, and the individual parent is a participant in the decision-making that concerns an appropriate educational program for the child. School principals have become involved in planning and placement team meetings, and departmental director, Rick DeMatto, has conducted in-service sessions with principals to acquaint them with new regulations and new procedures to be followed in planning and placement team meetings.

Instruction at the elementary school level has also improved through greater attention in providing for individual differences. In August of 1977, twenty teachers and two elementary administrators participated in a one-week workshop to help teachers provide within their own classrooms some individual means of helping a few students who appear to be insufficiently challenged by one or more aspects of the regular educational program. During the school year, each of these teachers identified between two and four students within each classroom and specifically planned special programs. At the end of the year, a report was submitted for each child outlining activities undertaken and indicating the extent of student progress.

Improved instruction requires skilled supervision, and this constituted a focal point for in-service training of administrative-supervisory personnel during this last year. Specifically the supervisory skills of conferencing and observation were targeted for reinforcement during a two-day workshop held in October with all supervisory personnel participating.

Instructional programs for children were also improved through expansion of parent participation and community involvement in the schools. Principals in all schools concentrated this past year in increasing their patterns of communication with parents and endeavoring to bring parents into schools to witness or participate in different phases of the educational program. An increased number of conferences with parents was held as a part of special education programming. Volunteer programs in all schools were expanded and effectively coordinated by Volunteer Coordinator, Ginger Moore.

Of particular note this past year has been the increased participation of principals and departmental directors in school system management. Teams of administrative personnel worked during the summer of 1977 in evaluating existing school board policies and recommending instances where changes would be desirable to school system operation. Principals and departmental directors are also involved currently in a study of our administrative organization and classification of supervisory positions. They have displayed leadership in continuing to seek ways to help facilitate better teaching and learning and provide the best possible educational opportunities for children in Glastonbury.

Respectfully submitted,

Hugh Watson

Hugh Watson
Superintendent of Schools

August 21, 1978

Blum, Gavens & Kaplan, P.C.

Certified Public Accountants

*Bernard Blum, C.P.A.
Arthur H. Gavens, C.P.A.
George B. Kaplan, C.P.A.
Seymour Gavens, C.P.A.
Alan H. Mandell, C.P.A.
Conrad A. Koffel, C.P.A.
Frederick J. Kaplan, C.P.A.*

*29 North Main Street
West Hartford, Conn 06107*

203-521-7000

Town Council
Town of Glastonbury
Glastonbury, Connecticut

We have examined the financial statements of the various Funds of the Town of Glastonbury for the year ended June 30, 1978, listed in the foregoing Table of Contents. Our examination was made in accordance with generally accepted auditing standards and accordingly included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

The Town of Glastonbury has not maintained a record of its general fixed assets and accordingly a statement of general fixed assets, required by generally accepted accounting principles, is not included in the financial report.

In our opinion, the financial statements listed in the aforementioned Table of Contents present fairly the financial position of such Funds of the Town of Glastonbury at June 30, 1978, and the results of operations of such Funds for the year then ended, in conformity with generally accepted accounting principles applied on a basis consistent with that of the preceding year.

The accompanying supplemental information is not necessary for a fair presentation of the financial statements, but is presented as additional analytical data on pages 29-34. The supplemental information has been subjected to the tests and other auditing procedures applied in the examination of the financial statements listed in the foregoing Table of Contents and, in our opinion, is fairly stated in all material respects in relation to the financial statements taken as a whole.

Blum, Gavens & Kaplan, P.C.

Blum, Gavens & Kaplan, P.C.
Certified Public Accountants

December 15, 1978

Members of the American Institute of Certified Public Accountants

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**TOWN OF GLASTONBURY
COMMENTS AND RECOMMENDATIONS
JUNE 30, 1978**

Comment

1. Examination of the Tax Collector's records included confirmation of uncollected taxes directly with delinquent taxpayers. Responses received were in agreement with the tax as recorded.

Sections 12-173 through 12-175 of the Connecticut General Statutes describe the procedures for the ten year continuance of tax liens. Specifically Section 12-175 requires the liens to be filed within the first year after the first installment has become due. The time limit established by the statutes would therefore be no later than June 30. The continuance of liens for the current year were filed on July 5, 1978.

Recommendation

It is strongly recommended that the Tax Collector conform to the requirements of the General Statutes, Section 12-175, which requires timely filing of tax liens.

Comment

2. Section 12-167 of the Connecticut General Statutes require that interest and lien fees as well as the tax be reported for each rate bill. Presently the report of the Property Tax Collector combines the interest and lien fees received during the fiscal year for all rate bills without separation.

Recommendation

It is recommended that the report of the Property Tax Collector comply with the requirements of the General Statutes which requires separation of interest and lien fees as well as separation of taxes collected.

Comment

3. As part of the examination, the Assessor's Abstract and the Tax Collector's Rate Book were reviewed and found to be unreconcilable. Such differences were of a relatively minor amount.

Recommendation

It is recommended that responsibility be fixed to provide for timely reconciliation of the Assessor's Abstract and Tax Collector's Rate Book.

Comment

4. 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

5. It was noted that the Reserve Fund for Capital and Non-Recurring Expenditures, included within the Special Revenue Funds, contained four projects with expenditures in excess of appropriations.

Recommendation

It is recommended that the costs of projects be carefully monitored during the expenditure period. Should it become apparent that cost overruns are likely, or in fact have occurred, immediate action should be taken. In no event should projects with known overruns be allowed to continue without appropriations to cover such deficiencies.

Comment

6. It was noted in the prior year's examination that there was some confusion regarding the concept of the accrual basis of accounting for expenditures, particularly with the Board of Education. Examination of current expenditures indicated that Board of Education expenditures are being encumbered and charged to the proper fiscal period.

A review of general Town expenditures, however, indicated that some expenditures are not being charged to the proper fiscal period. Purchase orders or other devices for encumbrance are not being timely received by the Controller's office.

Recommendation

It is recommended that procedures be established by the Town and strictly maintained to insure that all expenditures are charged to the proper fiscal year.

Comment

7. As part of the examination of the funds of the Town of Glastonbury, the internal controls in effect were reviewed. Two areas are of particular concern.

The disbursement process requires two signatures on every check. Because of the volume of checks drawn, a mechanical checksigner is used with signature stamps. The stamps were found to be unsecured as were payroll checks.

The procedures for documenting the hiring and termination of general Town employees were also reviewed. Employee files, particularly for part-time employees, were lacking in documentation.

The two conditions noted above, particularly in conjunction with each other, present a potentially dangerous situation.

Recommendation

It is strongly recommended that immediate steps be taken to insure proper security for signature stamps and checks. In addition, files for all employees containing a written history of employment, properly authorized, should be instituted.

Comment

8. The Sewer Sinking Fund, as presently established, has two distinct activities. One is for the collection of assessments and the retirement of debt. A second function is to continue sewer construction projects. As presently constituted it is impossible to separate the two functions and determine what part of the fund balance is applicable to each activity.

Recommendation

It is recommended that the Sewer Sinking Fund be separated into a Sewer Assessment Fund and a Sewer Construction Fund.

Comment

9. The Town of Glastonbury has experienced over the past several years a substantial increase in the activity of capital programs. These programs are accounted for in the General Fund, Reserve Fund for Capital and Non-Recurring Expenditures, Capital Projects Fund and Sewer Commission Funds. Because of the numerous Funds providing for capital activities, there are frequent inter-fund transfers which complicate and tend to confuse the reporting and accounting activities.

Recommendation

It is recommended that the Town consider the concept of a unified capital budget. A clearer picture of the source and use of funds would be accomplished. The capital budget would show current and future local taxes as a source of revenue, as well as grants from Federal and State agencies.

Comment

10. As indicated in paragraph 2 of our opinion letter, it should be noted that the Town of Glastonbury does not maintain a record of its general fixed assets.

Recommendation

Since generally accepted accounting principles require a statement of general fixed assets, it is recommended that the Town, including the Board of Education, establish a General Fixed Assets Group of Accounts.

TOWN OF GLASTONBURY
COMBINED CONDENSED BALANCE SHEET
JUNE 30, 1978

	General Fund	Special Revenue Funds	Debt Service Fund
	\$	\$	\$
ASSETS			
Cash and Short-Term Investments	676 975 55	1 462 071 78	9 345 00
Cash - Restricted	718 866 04	-	-
Accounts Receivable:			
U. S. Government	-	1 958 795 10	-
State of Connecticut	-	3 073 65	-
Other	36 772 00	771 49	-
Inventory	-	17 722 34	-
Property Taxes Receivable	364 377 48	-	-
Assessments Receivable	-	-	-
Due from Other Funds	93 83	-	-
Mortgage Receivable	-	-	-
Capital Projects Fund Balance	-	-	-
Amount to be Raised by Future Taxation or Assessments	-	-	-
Due from Developers	-	-	-
Total Assets	\$ 1 797 084 90	\$ 3 442 434 36	\$ 9 345 00

LIABILITIES AND FUND BALANCES

	\$	\$	\$
Accounts Payable:			
U. S. Government	-	3 947 78	-
State of Connecticut	-	11 493 72	-
Other	402 987 44	636 063 28	-
Unexpended Appropriations	-	1 742 951 83	-
Unexpended Cost Due on Behalf of Developers	-	-	-
Due Other Funds	-	-	-
Due to State of Connecticut - Subject to Call	-	-	-
Due to Developers for Escrow Deposits	718 866 04	-	-
Taxes Collected in Advance	89 147 33	-	-
Sales Taxes Payable	167 32	-	-
Unappropriated Income	-	5 612 15	-
Unredeemed Coupons	-	-	9 345 00
General Debt	-	-	-
Notes Payable	-	-	-
Fund Balances:			
Unappropriated	136 539 29	1 042 365 60	-
Appropriated	449 377 48	-	-
Restricted	-	-	-
Total Liabilities and Fund Balances	\$ 1 797 084 90	\$ 3 442 434 36	\$ 9 345 00

TOWN OF GLASTONBURY
COMBINED CONDENSED BALANCE SHEET
JUNE 30, 1978

Capital Projects Fund	Trust and Agency Funds	Sewer Sinking Fund	Sewer Operating Fund	General Long-Term Debt
\$	\$	\$	\$	\$
335 242 72	10 227 56	692 022 81	26 461 39	-
-	-	-	-	-
519 000 00	-	127 806 00	-	-
-	-	-	-	979 471 98
-	-	-	-	-
-	-	708 465 51	-	-
-	5 953 32	-	-	-
-	-	-	-	819 274 71
-	-	-	7 705 59	8 843 253 31
-	-	135 903 94	-	-
\$ 854 242 72	\$ 16 180 88	\$ 1 664 198 26	\$ 34 166 98	\$ 10 642 000 00

\$	\$	\$	\$	\$
-	-	-	-	-
-	-	23 742 57	14 884 63	-
34 968 01	-	45 783 66	-	-
-	93 83	135 903 94	-	-
-	7 802 26	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	560 000 00	-	10 642 000 00
819 274 71	4 204 37	898 768 09	19 282 35	-
-	4 080 42	-	-	-
\$ 854 242 72	\$ 16 180 88	\$ 1 664 198 26	\$ 34 166 98	\$ 10 642 000 00

**TOWN OF GLASTONBURY
GENERAL FUND
STATEMENT OF EXPENDITURES
BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 1978**

Expenditures:	Budget As Amended	Actual	Excess of Budget Over-Under Actual
	\$	\$	\$
<u>General Government:</u>			
Town Council	25 542 00	25 539 58	2 42
Board of Finance	2 076 00	2 065 92	10 08
Citizens Advisory Committee	345 00	327 20	17 80
Town Manager	74 738 00	74 679 71	58 29
	<u>102 701 00</u>	<u>102 612 41</u>	<u>88 59</u>
<u>Community Development:</u>			
Director	106 358 00	106 346 16	11 84
Building Inspector	67 934 00	67 930 93	3 07
Town Planning and Zoning	9 366 00	9 344 51	21 49
Zoning Board of Appeals	2 650 00	2 626 38	23 62
Conservation Commission	5 228 00	5 211 75	16 25
Economic Development Commission	3 071 00	3 044 58	26 42
Public Buildings Commission	427 00	426 02	98
Beautification Commission	1 637 00	1 603 50	33 50
	<u>196 671 00</u>	<u>196 533 83</u>	<u>137 17</u>
<u>Public Safety:</u>			
Police	936 140 00	934 207 10	1 932 90
Fire	129 679 00	129 077 69	601 31
Civil Preparedness	2 507 00	2 470 62	36 38
Safety Committee	50 00	24 90	25 10
	<u>1 068 376 00</u>	<u>1 065 780 31</u>	<u>2 595 69</u>
<u>Administrative Services:</u>			
Administration and Finance	91 801 00	90 223 35	1 577 65
Tax Collector	59 562 00	59 761 42	(199 42)
Assessor	60 799 00	60 769 84	29 16
Town Clerk	47 660 00	47 608 97	51 03
Probate Court	1 020 00	973 03	46 97
Town Attorney	31 502 00	31 376 19	125 81
Registrars	28 475 00	28 470 95	4 05
Insurance and Bonds	444 407 00	444 266 10	140 90
Retirement Plan	164 904 00	164 904 00	-
Social Security	167 902 00	167 901 61	39
	<u>1 098 032 00</u>	<u>1 096 255 46</u>	<u>1 776 54</u>

**TOWN OF GLASTONBURY
GENERAL FUND
STATEMENT OF EXPENDITURES
BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 1978**

<u>Health:</u>			
Health Department	84 920 00	84 869 19	50 81
<u>Human Resources:</u>			
Social Services	104 993 00	104 980 58	12 42
Youth Services	91 707 00	91 654 32	52 68
Commission on Aging	23 062 00	22 831 55	230 45
Fine Arts Commission	1 596 00	1 502 51	93 49
Human Relations Commission	300 00	232 89	67 11
	<u>221 658 00</u>	<u>221 201 85</u>	<u>456 15</u>
<u>Parks and Recreation</u>	319 788 00	319 146 92	641 08
<u>Libraries:</u>			
Welles-Turner	200 695 00	200 618 05	76 95
South Glastonbury	2 000 00	2 000 00	-
East Glastonbury	2 000 00	2 000 00	-
	<u>204 695 00</u>	<u>204 618 05</u>	<u>76 95</u>
<u>Public Works:</u>			
Administrative and Engineering	237 741 00	232 481 93	5 259 07
Highways and Drainage	754 287 00	751 372 24	2 914 76
Vehicle Maintenance	161 857 00	161 766 81	90 19
Public Buildings	89 197 00	86 671 12	2 525 88
Water Pollution Control	24 608 00	24 608 00	-
Refuse Disposal	84 879 00	83 929 96	949 04
Sewer Commission	5 375 00	3 917 56	1 457 44
	<u>1 357 944 00</u>	<u>1 344 747 62</u>	<u>13 196 38</u>
<u>Contingency</u>	5 677 00	4 000 00	1 677 00
<u>Capital Improvements</u>	391 329 00	348 860 98	42 468 02
<u>Bonds and Interest</u>	1 541 952 00	1 541 950 66	1 34
<u>Total General Government</u>	6 593 743 00	6 530 577 28	63 165 72
<u>Total Board of Education</u>	9 068 400 00	9 067 756 37	643 63
<u>Total Expenditures</u>	15 662 143 00	15 598 333 65	63 809 35

**TOWN OF GLASTONBURY
GENERAL LONG-TERM DEBT AND SEWER SINKING FUND DEBT
ANALYSIS OF CHANGES IN BONDS AND NOTES
FOR THE YEAR ENDED JUNE 30, 1978**

Date of Issue	Interest Rate	Description	Original Issue	Outstanding July 1, 1977	Redeemed or Refinanced During Year	Outstanding June 30, 1978
General Purposes						
September 1, 1959	3.7%	Town Office Building	354 000	14 000	14 000	-
June 1, 1970	5.0%	Uniform Fiscal Year	1 000 000	300 000	100 000	200 000
April 1, 1971	3.9%	Road Construction	770 000	300 000	75 000	225 000
April 1, 1971	3.9%	Firehouse Co. #1	405 000	160 000	40 000	170 000
			<u>2 529 000</u>	<u>774 000</u>	<u>229 000</u>	<u>545 000</u>
Urban Renewal						
June 1, 1976	6.0%	Redevelopment	425 000	395 000	30 000	365 000
Schools						
October 1, 1960	3.5%	Buttonball School	260 000	40 000	10 000	30 000
October 1, 1960	3.5%	Academy Junior High	900 000	180 000	45 000	135 000
April 15, 1962	3.0%	Hopewell School	925 000	225 000	45 000	180 000
February 1, 1964	3.2%	Eastbury Addition	635 000	180 000	35 000	145 000
April 1, 1967	3.6%	Welles Junior High	2 675 000	1 325 000	135 000	1 190 000
June 1, 1972	5.0%	High School Addition	4 235 000	3 160 000	215 000	2 945 000
June 1, 1976	6.0%	Academy Elementary	695 000	645 000	50 000	595 000
			<u>10 325 000</u>	<u>5 785 000</u>	<u>535 000</u>	<u>5 720 000</u>
Sewers						
March 1, 1970	5.0%	Salmon and Hubbard Brook	800 000	240 000	80 000	160 000
March 1, 1975	5.7%	Secondary Treatment Plant	740 000	640 000	50 000	590 000
June 1, 1976	6.0%	Salmon Brook Extension	460 000	425 000	35 000	390 000
Various	Various	South Glastonbury Sewers	5 650 000	3 735 000	361 000	3 372 000
			<u>7 650 000</u>	<u>5 040 000</u>	<u>526 000</u>	<u>4 512 000</u>
Total General Long-Term Debt			<u>20 929 000</u>	<u>13 964 000</u>	<u>1 322 000</u>	<u>10 642 000</u>
Sewer Sinking Fund						
June 15, 1977	Various	Salmon Brook Area	595 000	390 000	50 000	340 000
October 29, 1976	Various	Assessment Notes - Series A	1 262 000	360 000	140 000	220 000
Total Sewer Sinking Fund			<u>1 857 000</u>	<u>750 000</u>	<u>190 000</u>	<u>560 000</u>
Grand Total - All Debt			<u>\$ 22 786 000</u>	<u>\$ 12 714 000</u>	<u>\$ 1 512 000</u>	<u>\$ 11 202 000</u>

**TOWN OF GLASTONBURY
STATEMENT OF DEBT LIMITATION
FOR THE YEAR ENDED JUNE 30, 1978**

TOTAL TAX COLLECTIONS (INCLUDING INTEREST AND LIEN FEES) RECEIVED BY TREASURER FOR CURRENT FISCAL YEAR	\$ 11 653 894 34
REIMBURSEMENT FOR REVENUE LOSS ON:	
TAX RELIEF FOR THE ELDERLY	76 668 53
MANUFACTURERS' INVENTORIES	54 437 54
WHOLESALE AND RETAIL BUSINESS INVENTORIES	28 497 91
DISABILITY EXEMPTION	1 192 32
CIRCUIT BREAKER	34 368 92
BASE	\$11 849 059 56

	GENERAL PURPOSES	SCHOOLS	SEWERS	URBAN RENEWAL
DEBT LIMITATION:				
2-1/4 TIMES BASE	26 660 384 01	-	-	-
4-1/2 TIMES BASE	-	53 320 768 02	-	-
3-3/4 TIMES BASE	-	-	44 433 973 35	-
3-1/4 TIMES BASE	-	-	-	38 509 443 57
TOTAL DEBT LIMITATION	<u>26 660 384 01</u>	<u>53 320 768 02</u>	<u>44 433 973 35</u>	<u>38 509 443 57</u>
INDEBTEDNESS:				
BONDS PAYABLE	545 000 00	5 220 000 00	1 140 000 00	365 000 00
NOTES PAYABLE	-	-	3 372 000 00	-
	<u>545 000 00</u>	<u>5 220 000 00</u>	<u>4 512 000 00</u>	<u>365 000 00</u>
LESS: UNIFORM FISCAL YEAR	200 000 00	-	-	-
TOTAL INDEBTEDNESS	<u>345 000 00</u>	<u>5 220 000 00</u>	<u>4 512 000 00</u>	<u>365 000 00</u>
DEBT LIMITATION IN EXCESS OF OUTSTANDING AND AUTHORIZED DEBT	<u>\$26 315 384 01</u>	<u>\$48 100 768 02</u>	<u>\$39 921 973 35</u>	<u>\$38 144 443 57</u>

OVERALL LIMITATION:	
7 TIMES BASE	\$ 82 943 416 92
INDEBTEDNESS SUBJECT TO LIMITATION	10 642 000 00
DEBT LIMITATION IN EXCESS OF OUTSTANDING AND AUTHORIZED DEBT	<u>\$72 301 416 92</u>

SCHEDULE OF EVENTS — DATES TO REMEMBER

Event	Municipal Holidays
1978	
July 1—Beginning of fiscal year	Independence Day
July 1—First tax payment due	Labor Day
September 1—Sewer connection charges due	Columbus Day
September 30—Last day to file veterans discharges	Election Day
November 1—Sewer use charges due	Veterans' Day
	Thanksgiving Day
1979	Christmas Day
January 1—Second tax payment due	New Year's Day
February 15—Board of Tax Review, as scheduled	Lincoln's Birthday
April 1—Sewer assessment bills due on Salmon-Hubbard Brook Project	Washington's Birthday
May 1—Sewer assessment bills due on Installation 3 & 4	Good Friday
May 15—Deadline to apply for elderly exemption, homeowners	Memorial Day
June—Dogs licensed for coming year starting July 1	
Not later than June 5—Annual Town Meeting on budget	
June 30—End of fiscal year	
December 31—Deadline to apply for elderly exemption, renters	

COUNCIL-COMMISSION MEETINGS

TOWN COUNCIL—Second and fourth Tuesday, each month.
 TOWN PLAN & ZONING COMMISSION—First and third Tuesday, each month.
 BOARD OF FINANCE—First and third Tuesday, each month.
 BOARD OF EDUCATION—Second and fourth Mondays, each month.
 Meetings of other Boards and Commissions, special meetings, dates of hearings and voter-making sessions are announced in newspapers in advance and held in Town Office Building.

All meetings are public — you are invited to attend.

REMINDER

LIBRARY HOURS:

Welles-Turner: Monday-Friday 9 a.m.-9 p.m.; Saturday 9 a.m.-5 p.m.
 (Closed Saturdays during July and August)
 South Glastonbury: Monday & Thursday 1:30-4:00 p.m. and 7:30 p.m.;
 Wednesday 1:30-4:00 p.m., 7:30-9:00 p.m.; Sunday 2:00-4:00 p.m.
 Story Hour. Thursday 10:00-11:00 a.m.
 Summer Hours: Monday, Wednesday & Thursday 7:00-9:00 p.m.;
 Sunday 2:00-4:00 p.m.
 East Glastonbury: Monday & Thursday 1:00-4:00 and 7:00-9:00 p.m.;
 Tuesday 10:00 a.m.-3:00 p.m.
 Summer Hours: Monday & Thursday 2:00-4:00 p.m. and 7:00-9:00 p.m.
 Tuesday 9:00 a.m.-3:00 p.m.

TOWN OFFICE BUILDING HOURS:

Monday through Friday 8:30 a.m.-4:30 p.m.

BOARD OF EDUCATION OFFICE HOURS:

Monday through Friday 8:00 a.m.-5:00 p.m.

REFUSE DISPOSAL AREA:

New London Turnpike, 8:30 a.m. 4:00 p.m. Closed
 Sundays and Holidays.

ASSESSMENT DATE—October 1st for real estate, personal property and motor vehicles.

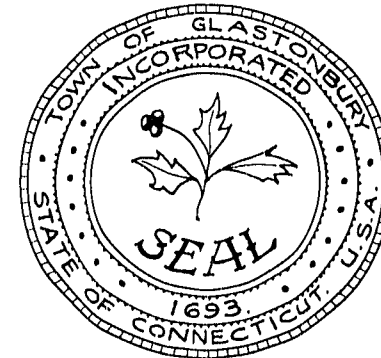
PERSONAL PROPERTY TAX LIST—10% added to total if list not declared by November 1st.

SEWER CONNECTION CHARGES—Due September 1st. Interest on delinquent installments accumulates at rate of 1% per month starting one month after due date of installment, effective from due date.

SEWER USE CHARGES—Due November 1, with 30 days to pay without interest.

TOWN TAX BILLS—If payment is not made within one month from due date, the installment will become delinquent and subject to interest at the rate of 1% per month with a minimum interest charge of \$2.00 from the due date of the installment.

VOTER REGISTRATION—Town Office Building, 7:00-9:00 p.m., fourth Thursday of month; or Town Clerk's Office Monday-Friday, 8:30 a.m.-4:30 p.m.



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**

Be sure to give clearly your name and address as well as the nature of your emergency. Do not hang up until you are sure that your message has been understood.

WE NEED HELP. PLEASE DO NOT CALL THE FIRE OR POLICE PHONE NUMBER DURING A FIRE EMERGENCY UNLESS ABSOLUTELY NECESSARY.

The dispatcher must be free to route fire trucks and fire department personnel to a fire. If the phone lines are monopolized by people asking routine questions or questions about the location of the fire, the dispatcher may be unable to reach the fire trucks and firemen. This could result in serious delay in getting to a fire, with possible property damage and even loss of life.

CALL THE:	FOR ANSWERS ON:	PHONE:
Assessor	Property Assessments	633-5231
Building Inspector	Building, Permits, Zoning Board of Appeals	633-5231
Administrative Services	Bills & Accounts, Purchasing	633-5231
Director of Health	Public Health Matters— Applications for Burning	633-5231
Dog Warden	Dog Problems, Dead Animals	633-8301
Glastonbury Housing Authority	Public Housing/Housing for Elderly	633-3549
Highway Superintendent	Street/Road Maintenance, Snow Removal, Landfill	633-5231
Parks Superintendent	Parks/Public Grounds/Tree Problems	633-5231
Police Department	Police (Routine)	633-8301
Probate Court	Estates, Conservatorships, Guardian- ships, Trustees, Adoption, Marriage Waivers, Weddings	633-3723
Recreation Director	Recreation	633-5231
Recreation Answering Service	Scheduled Events	633-5550
Redevelopment Agency	Urban Redevelopment	633-2035
Registrar	Voting etc.*	633-5231
Social Services Director	Welfare & Relief	633-5231
Still Hill Boarding Home	Home for Aged Men	633-7328
Superintendent Sanitation Dept.	Sanitary Sewers, Treatment Plant	633-5231
Superintendent of Schools	Schools and Education	633-5231
Tax Collector	Taxes—Fees	633-5231
Town Clerk	Birth & Death Certificates, Property Deeds, Fishing/Hunting/Dog Licenses, Elections, Voting Regis- tration, Majority Cards	633-5231
Town Engineer	Engineering, Drainage, etc.	633-5231
Town Manager	Administration	633-5231
Town Planner	Town Plan & Zoning Commission, Municipal Planning	633-5231
Visiting Nurse Association	Public Nursing, Clinics	633-2011
Welles-Turner Library	Libraries	633-1300
Youth Services Bureau	Family Counseling, Youth Activities	633-1176

*If no answer, call Town Clerk