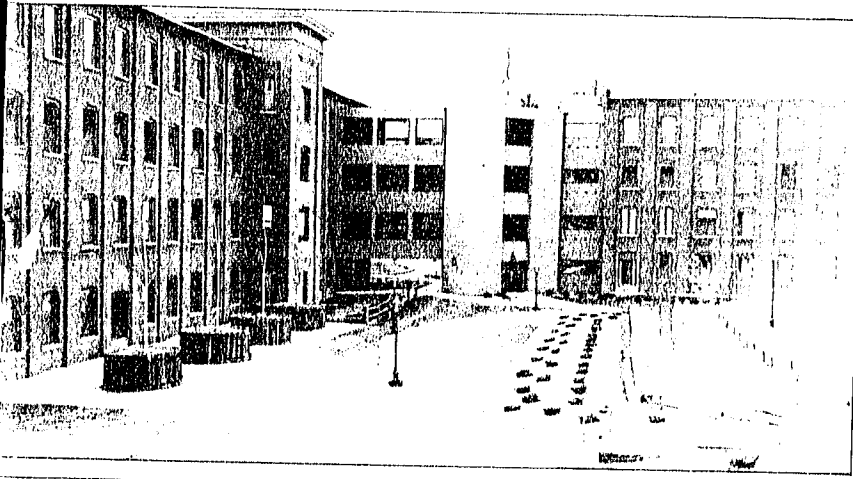


Town of Glastonbury Connecticut



annual report
1978-1979

J. B. WILLIAMS SOAP FACTORY

The conversion of the J. B. Williams Soap Factory building to apartment units reflects the development of a former industrial site for residential housing.

The J. B. Williams Company was opened in 1848 to make "very fine soap," and continued in business for more than a century. It was, for many years, the major employer in Town. With increased competition and modern methods beyond those used at the soap manufacturing firm, the J. B. Williams Company found it impossible to continue. The products were sold, but the building was retained by a group of J. B. Williams employees who continued to operate under the name of Glastonbury Toilettries.

Finally, because of rising costs, outdated equipment and other factors, Glastonbury Toilettries was forced to close in September of 1977. However, instead of a slowly deteriorating factory on Williams Street, the Town has the Soap Factory, a renovated apartment building with high ceilings, foot thick brick walls, arched windows and other reminders of the former industrial operation.

The photos on the cover show the Williams factory circa 1938, one of the original pieces of hand-operated equipment used in cutting the soap bars, and the courtyard as it appears today.

Recently, an inventory/nomination form was completed by the State Historic Preservation Office in anticipation of the J. B. Williams Soap Factory District's nomination to the National Register of Historic Places.

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.

I wish to thank all the commissions, committees and departments which submitted written and pictorial material for the Annual Report. A special "thanks" to Steven Oborski, Louis Palshaw, and Skip Thomas who contributed several pictures in this report, and Tink Henderson, who also provided photographs as well as assistance in the preparation of the J. B. Williams Soap Factory cover story.

TABLE OF CONTENTS

	Page
Town Manager's Report	3
Report of the Town Council Chairman	4
Community Development	
Office of Community Development	5
Town Plan and Zoning Commission	5
Zoning Board of Appeals	6
Conservation Commission	6
Economic Development Commission	6
Redevelopment Agency	7
Building Inspection	7
Legal Services	
Town Attorney	8
Probate Court	8
Library Services	
Welles-Turner Memorial Library	9
Parks and Recreation	
Department of Parks and Recreation	9
Recreation Commission	10
Human Resources	
Commission on Aging	10
Health Department	11
Youth Services Bureau	12
Fine Arts Commission	13
Department of Social Services	13
Housing Authority	14
Public Records	
Town Clerk	14
Registrar of Voters	15
Facilities Maintenance	
Department of Public Works	15
Public Buildings Commission	17
Sewer Commission	17
Public Safety	
Police Department	17
Fire Department	18
Civil Preparedness	19

Finance
 Board of Finance20
 Administrative Services20
 Assessor.....20
 Tax Collector21
 Education
 Superintendent's Report22
 Report of the Board of Education Chairman24
 Town Officials and Boards
 Elected Officials25
 Appointed Officials25
 Committee and Commission Rosters26
 Organizational Chart28
 Auditor's Comments29
 Financial Statements32
 Schedule of Events - Dates and Times to Remember39
 Telephone DirectoryOutside Back Cover



Town of Glastonbury

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TOWN MANAGER

To the Town Council and Citizens of Glastonbury:

Fiscal 1978-1979 was an eventful year for the Town of Glastonbury. Housing, management of growth and municipal financial operations continued to be key issues faced by the Town during this period.

Following Don Peach's resignation after a distinguished tenure of 19 years, the Town government settled down to the business at hand. Of particular note were the efforts of the Town staff whose diligence and hard work kept things moving in a positive manner and direction while the search for a Town Manager occurred. The cooperation of the Town Council and all policy boards and commissions was also extraordinary during the transitional period.

Needless to say, Glastonbury is about to enter into a new era. Critical issues and difficult questions remain to be addressed or resolved. This will be no easy task. However, from my experience as Acting Town Manager, I am certain that every effort will be made on the part of the citizenry, policy makers and staff to work constructively with the new Town Manager to continue to make Glastonbury the attractive place that it is.

Very truly yours,

Gerald L. Sitko
 Acting Town Manager





Town of Glastonbury

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TOWN COUNCIL

To the Citizens of Glastonbury:

The year has been a good one in some respects, and a disappointing one in others. Through careful management, the Town ended the year with a surplus, but our Town employees are still working in cramped quarters. Although the need for more space for our Police and Town staff was recognized, the proposed Town Hall Addition was defeated at referendum.

The rejection of the River Meadows subsidized housing development resulted in action which froze our third year Community Development Block Grant entitlement by the Department of Housing and Urban Development (HUD). Subsequent discussions with HUD developed an agreement whereby requests for funds for individual third year projects could be submitted for review and approval. By this process, some projects were accomplished which related directly to housing needs. However, the Town's fourth year CDBG application of \$592,000 was rejected outright.

The Industrial Park, proposed municipal development off Hebron Avenue, got a good boost with the arrival of AMICA Insurance. The company's plans almost doubled before final negotiations were completed.

This year the Town lost Donald C. Peach, our first and only Town Manager. After serving well and thoroughly for 19 years, Don moved on to Hartford.

Some mention should be made here of the tremendous effort made by the Town staff to develop a budget for the 1979-80 year that held to a zero increase in the tax mill rate. By paring, carefully reviewing and keeping to essentials, each department contributed to the all out effort. The small increase in the rate was added by the Board of Finance to insure an adequate Reserve Fund. My personal thanks go to all those staff people who made that effort.

Sincerely,

Henry A. Kinne
Henry A. Kinne, Chairman

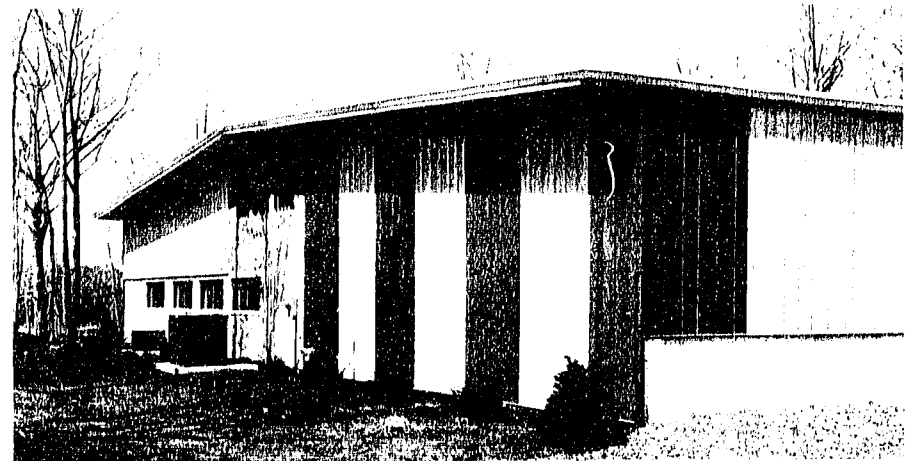


OFFICE OF COMMUNITY DEVELOPMENT

The Office of Community Development Office plans, directs, supervises and coordinates the activities and functions of community development, including planning, zoning, code enforcement, environmental protection and economic development.

Residentially, Glastonbury continued to be the fastest growing community in the Hartford region. For all land uses, 366 certificates of occupancy were issued with a value of \$14,815,016.

Community Development provided staff support and services to the Town Plan and Zoning Commission, Conservation Commission and the Economic Development Commission. The Building Inspection Department provided new structure inspection and related code enforcement services.



Import Tire

TOWN PLAN AND ZONING COMMISSION

The Town Plan and Zoning Commission is a six member body with three alternates which acts on development permit applications and makes recommendations on comprehensive planning.

During 1978-1979, the Commission reviewed and approved 26 residential subdivisions which provided 260 new building lots. Major subdivision and PAD approvals included: Belle Woods, Bayberry Hill, Rosewood, Dutton Place and Surrey Hill. The Commission also approved 22 special permits primarily for new commercial/industrial projects. Significant special permits include AMICA Insurance Company, Snap-On Tools and Import Tire, all in the Industrial Park.

The Commission continued its long-range planning efforts by initiating a major review of the Plan of Development and revision to the subdivision regulations.

ZONING BOARD OF APPEALS

The Zoning Board of Appeals is charged with the hearing of appeals from the citizenry concerning variances, special exceptions, motor vehicle site approvals, and decisions of the Building Official. The Board held 12 public hearings and considered 115 applications; 25 applications for special exceptions, 91 applications for variances, 6 appeals for motor vehicle site approvals. Of these, 24 were denied. One application for adverse ruling by the Building Official was also heard and one application was withdrawn.

CONSERVATION COMMISSION

The Conservation Commission is charged by State Statutes and by Town Ordinance with the protection, preservation, maintenance and management of natural resources.

Special Projects:

- Flood ordinance revisions
- Town Council approval of an appropriation for a master drainage study
- Approval of first phase of plan for Cotton Hollow Preserve Improvements

Special Accomplishments:

The Commission successfully opposed a Department of Environmental Protection and Army Corps of Engineers plan to use a Meadowland tract for deposition of dredged materials from the Connecticut River.

Measures of Review and Regulatory Functions:

Subdivision lots recommended	240
Excavation and fill applications recommended	3
PADs recommended	3
Design Reviews recommended	1
Capped Sewer Waivers recommended	13
Flood Zone Permits recommended	6
Wetlands Permits Issued	24
3.25 Permits issued	36
Wetland Violation Enforcement Actions	6

Special Goals for the Next Fiscal Year:

- Actively participate in development of scope of services for drainage study
- Implement a Comprehensive Open Space and Natural Resources Plan
- Support acquisition of critical open space areas
- Development of educational program on energy

ECONOMIC DEVELOPMENT COMMISSION

The primary responsibility of the Economic Development Commission is to

control, promote, and generally oversee the use of industrial zones of the Town.

The Economic Development Commission continued to promote new development within the Planned Industrial Zone adjacent to Route 2. The future extensions of Western Boulevard and Sequin Drive within the Industrial Park were important Commission projects during the year. The Commission also continued to work on the long-term development of the Industrial Park.

REDEVELOPMENT AGENCY

The Glastonbury Redevelopment Agency continued to work toward its objective of revitalization of the Town's central business district.

During 1978-1979, the Lowe-Robacker Funeral Home was developed and now houses offices for several local businesses. Efforts also continued to develop the final urban renewal parcels which are the Meizen property, located at the corner of Hebron Avenue and New London Turnpike, and Parcel 4C, located at the intersection of Main Street and New London Turnpike.



'Robacker' Building

BUILDING INSPECTION

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

During the past year, the department issued 1,749 permits, 366 certificates of occupancy and conducted 3,672 inspections to insure structural and fire safety and adequacy of electrical, heating and plumbing systems. Complaints concerning the building construction, gravel excavations, violations of zoning ordinance and littering numbered 90. Revenue collected amounted to \$98,580.61.

TOWN ATTORNEY

By Charter, the Town Attorney is appointed by the Town Council and serves the Town in all actions, suits or proceedings brought by or against the Town of Glastonbury or its departments, officers, agencies, boards or commissions. The Town Attorney provides a variety of legal services to the Town, including the provision of opinions requested by the Town Council and Manager, and the preparation and interpretation of ordinances.

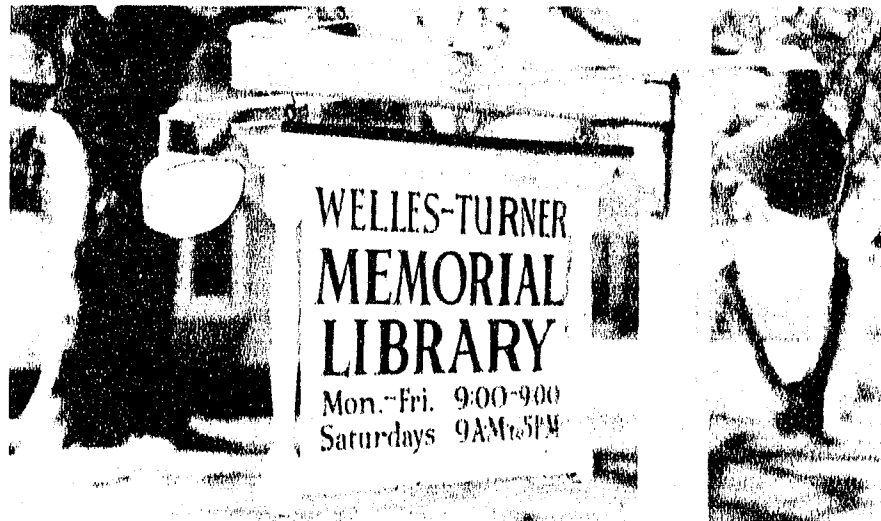
PROBATE COURT

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 to 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.

Services provided to the public include supervision and administration of decedent estates, the appointment of guardians, adoptions, issuance of marriage licenses, performance of marriage, and the jurisdiction to grant a change in name.

During the past year the Court provided services for:

- 108 Decedent Estates
- 4 Conservatorships
- 8 Adoptions
- 9 Change of Names
- 7 Marriage Walvers
- 6 Guardianships
- 2 Weddings



Welles-Turner Memorial Library

WELLES-TURNER MEMORIAL LIBRARY

The Welles-Turner Memorial Library operates under the general direction of the Library Board, which is appointed by the Town Council.

Due to spacial constraints, programs have been limited. However, the previous year's rearrangement has provided better access to the reference department and a quiet place to read and study on the second floor.

A new service initiated during the year consisted of providing bulk loans of library materials to the elderly and other shut-ins. Thanks to the generosity of Friends of the Library, a film projector is now available for loan to Glastonbury's residents.

Reimbursement of funds from the State because of ever-increasing use of the Connecticut Program (reciprocal borrowing of library materials) has enabled the library to purchase much needed microfilm to strengthen the periodical collection.

Authorization of a new staff position in the adult circulation department has enabled the library to continue to provide good service to the public as the use of the library increases. The following statistics reflect this increased use:

	1976-1977	1977-1978	1978-1979
Circulation	203,730	207,014	214,172
Reference Questions	4,940	6,387	7,123
Book Collection	79,747	84,163	88,540



Kiddle Kamp Swlm Program

PARKS AND RECREATION DEPARTMENT

During the 1978-1979 year, the Parks and Recreation Department experienced growth in a number of programs. Much thanks and appreciation go to the volunteers whose efforts made the activities, listed below, possible:

The Day Care Center, which is housed in Welles Village, experienced a large amount of internal renovation. The renovation resulted from the use of Community Development Block Grant funds as well as the efforts of the Junior Women's Club, Boy Scouts and several local businesses in an effort to provide for more constructive play activities.

The Glastonbury Basketball Association during its second year had over 500 children participate. Any boy and girl is eligible to play. Good sportsmanship, as well as the skills and techniques of basketball, are stressed.

The second year of the Summer Music and Arts Camp had a successful season with double enrollment over the first year and additional course offerings. The camp is designed to give each student an opportunity to enjoy, explore and improve skills in the areas of art, music, dance and drama within a disciplined, sensitive environment.

The Glastonbury Town Band, comprised of students in grades 8 - 12, college students, Town citizens and former band members, held five concerts on Sunday evenings throughout the summer on the Hubbard Street Green, attracting 200 to 300 people each week.

All of the softball programs expanded during 1978-1979. The demand for additional men's teams was so great that it became necessary to institute a residency requirement. The Girl's Softball League for ages 9-14 involved 450 girls, with every team playing one game each week. In the Intertown Softball League, the girl's fast-pitch team grew, and a second women's slow-pitch team was formed. The women's fast-pitch team had a very successful season, finishing in second place.

There were several new programs this year which were well received. They include cross country ski lessons, yoga classes, Modeler's Gears Club (electrically operated cars), an indoor jogging program and a winter Camp Sunrise program.

In the next year, Parks and Recreation will continue to attempt to meet the needs and interests of all ages to provide a well-rounded recreation program for the residents of Glastonbury.

RECREATION COMMISSION

The Recreation Commission is a six member body appointed by the Town Council. The Commission reviews recreation programs and operations and advises the Town Council in recreation-oriented policy matters.

The 1978-1979 fiscal year has been one of significant activity. Identifying program and facility needs and formulating a long-range plan of development consumed a great deal of the Commission's time.

The Commission will continue to work with Town officials in an effort to balance the recreation needs of the community and the ever increasing cost of providing for recreation services.

COMMISSION ON AGING

The Commission on Aging, an eight member board appointed by the Town Council, is concerned with the conditions and needs of the elderly residing in Glastonbury. The Commission enjoys a mutual and helpful relationship with all Town and community agencies, especially the Social Services Department, the Visiting Nurses Association and the Youth Services Bureau.

A part-time staff person was hired in April of 1979 and completed a survey of local senior citizens. This individual coordinates elderly transportation, operation of the Gideon Welles Senior Drop-In Center, the meals-on-wheels program



Senior Citizen Lunch Program

and various health programs as well as supplying pertinent information to the elderly.

Future plans for the elderly citizens of the Town include recreational activities in conjunction with the new lunch program, and the possibility of services in addition to regularly scheduled activities.

HEALTH DEPARTMENT

The Health Department, through a variety of programs, looks after the health and well being of Glastonbury's citizens, basically through preventative medicine.

Communicable Diseases Reported:

Ameobic Dysentery	1	Legionaires Disease	1
Bacterial Meningitis	1	Salmonella	6
Chicken Pox	5	Strep Throat	308
Gonorrhea	7	Syphilis	11
Hepatitis	1	Toxoplasmosis	7
Infectious Mononucleosis	40	Tuberculosis	7
Intestinal Parasites	2	Viral Pneumonia	1

Well Child Conferences - Immunization Clinics:

The Visiting Nurses Association held 10 clinics and 124 children received services in the form of 94 physical exams, 234 immunizations and 137 screenings.

There were 30 adolescent counseling sessions with a total of 64 visits.

The Flu Clinic for the elderly has 206 individuals receiving immunizations.

Housing Code:

Housing Code inspections are solely from complaints received and from noted violations during inspections in the field. A total of 360 inspections were made this year.

Refuse Disposal:

The primary contributory factor in the continuation of the landfill area is the recycling program. Regular inspections by the State and the department consistently show a model operation.

Environmental Inspections:

Complaints Received	297
Insects & Rodents	70
Garbage & Rubbish	85
Sewerage	207
All Others	302
Total	664

Routine Inspections:

Food Service	711
Housing Code	360
Sewage Disposal System	537
Swimming Pools	122
All Others	1346
Total	3076

Lifestyle:

During the 1978-1979 fiscal year, a series of lectures to all Town employees were initiated concerning exercise, nutrition and smoking, and were well received. The discussions focused on lifestyle and the recognition of potential problems in a sedentary society.

Travel Certificates:

A total of 50 travel certificates were validated during 1978-1979.



Cast of "L'il Abner"

YOUTH SERVICES BUREAU

The Youth Services Bureau's continued efforts in the area of community mental health has again been recognized by several professional publications and organizations. The use of retired mental health professionals was spotlighted in the National Institute of Mental Health's publication, *Innovations*. The creative experiences program as a primary preventative action in encouraging positive youth development was recognized by the Department of Justice and the National Institute on Drug Abuse. Papers written by staff on creative experiences appeared in *Practice Digest* (a publication of the National Association of Social Workers) and in *Children Today* (a publication of the Department of Health, Education and Welfare).

1978 - 1979 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, education 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.

FINE ARTS COMMISSION

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

The 1978-1979 program included chamber music concerts at the Historical Society, a Dixieland jazz band concert, a performance of the "Messiah" by the Manchester Civic Orchestra and Chorale, the Hartford Symphony series, a Hartford Stage performance of "Home of the Brave," and initiation of an arts grants program.

Planned for the 1979-1980 season are a theatre presentation for high school students, a continuation of the grants program, another jazz concert, a flamenco dance performance and more chamber music concerts in cooperation with the Historical Society. The Commission also began compiling information on the Town's artists, musicians, writers and crafts people for a comprehensive arts directory.

DEPARTMENT OF SOCIAL SERVICES

The functions and responsibilities of this department are established under Public Act Number 345 of the General Assembly and the standards to meet social needs are set forth in detail in the General Assistance Manual. Applicants are processed for need and eligibility and are taken care of locally after they meet the requirements established by the State and Federal programs.

Activities for 1978-1979 included the implementation of standards to meet financial and social needs that are set forth in the General Assistance Manual.

The department works closely with the Senior Citizens Coordinator in meeting the medical, financial and personal aspects of their daily living. The department has also been involved with the development of the senior citizens nutritional program.

Due to the rising cost of fuel oil, several energy assistance programs were developed by the State of Connecticut and the Federal Government. These programs were administered by the Social Services Department.

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 Town 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 Housing Authority received an increase in its elderly housing State Capital Grant to \$954,600. The Glastonbury Housing Authority also has a pending capital improvement application with the Department of Housing and Urban Development for rehabilitation of Welles Village.

TOWN CLERK

The Town Clerk is responsible for the maintenance and distribution of public records and information including: land records, vital statistics, elections, minutes of the numerous boards and commissions, and various licenses.

Collections for the Town General Fund in 1978-1979 increased approximately 10 percent over the prior fiscal year.

New legislation which most affected the office included: (1) a change in the premarital blood test law requiring a rubella test for females; (2) divorce decrees no longer need be shown for individuals being married a second time; (3) the price of hunting and fishing licenses increase by 65¢ each - the first increase in over 30 years; and (4) a presidential preference primary under State law was passed for the first time in Connecticut and will be held during the next fiscal year.

Collection - for Town General Fund:

	1976-77	1977-78	1978-79
Conveyance Tax	\$48,181.70	\$ 59,679.75	\$ 70,416.75
Recording Fees	38,649.25	42,272.81	43,032.70
Other Fees	5,097.20	5,615.65	5,005.45
Totals	\$91,928.15	\$107,568.21	\$118,454.90

Collection - for State of Connecticut:

Hunting & Fishing Licenses	\$14,381.50	\$14,311.00	\$14,480.00
Majority Cards	138.50	76.50	53.00
Totals	\$14,520.00	\$14,387.50	\$14,533.00

Collection - for Town Dog Fund:

Sale of Dog Licenses	\$10,305.45	\$12,948.70	\$10,898.95
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Other Statistics:

	1976-77	1977-78	1978-79
Births	202	257	244
Deaths	152	156	160
Marriages	275	275	289
Dog Licenses	2,391	2,701	2,460
Hunting and Fishing Licenses	3,345	3,341	3,230

Veterans Discharges	154	184	157
New Voters	518	324	323
Majority Cards	277	156	106
Land Record Documents	5,021	5,377	5,069
Absentee Ballots	1,035	393	538

REGISTRARS OF VOTERS

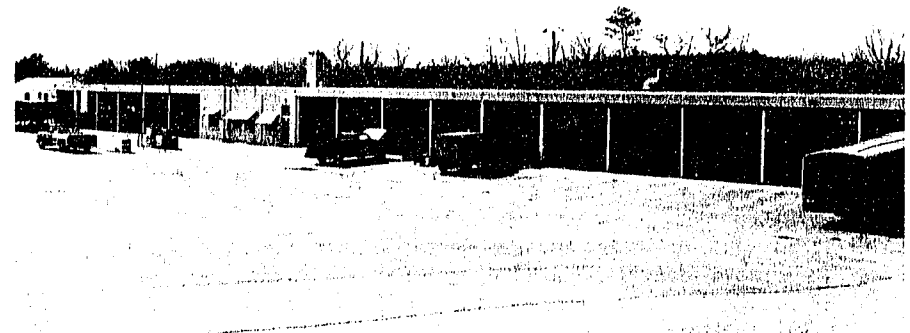
As chief election officials, the Registrars conduct elections, keep registry and enrollment lists and make canvasses.

A total of 1,097 voters were registered from July 1, 1978 through June 30, 1979:

New Voters	Party Affiliation	Total Voters
407	Democrats	4,750
311	Republicans	4,933
379	Unaffiliated	4,471
<u>1,097</u>		<u>14,154</u>

On September 12, 1978, 1,941 Democrats voted in the primary to select a Democratic nominee for Governor.

On November 7, 1978, a total of 10,678 voters cast ballots in the State election; thus, of the 14,116 eligible voters, 75.6 percent voted.



Vehicle Maintenance Facility

DEPARTMENT OF PUBLIC WORKS

During the fiscal year, a series of programs were developed and followed by the Public Works staff. The purpose of pursuing a program management system was to provide a new direction to Public Works' efforts and to measure the effectiveness of these efforts, while looking beyond the immediate problems. The following is a description of the programs for each operating group in Public Works:

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.

Programs:

- To improve index mapping of storm drain system, sanitary sewer system, sewer assessments, Town-owned lands, and house numbering for quick reference.
- To update street list inventory.
- To continue to improve engineering services by establishing standards, uniform procedures, and better records.
- To effectively manage the assignment of projects, studies and programs as promulgated by the Town Council, Town Manager, and various boards and commissions.

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.

Programs:

- To establish definitive programs for all types of maintenance activities.
- To decrease construction crew utilization on maintenance work.
- To continue to improve productivity through better supervisory control and increased planning, evaluating and control of work output.

The Vehicle Maintenance Group provides maintenance and minor repairs and service for vehicles and equipment belonging to all Town departments including Police, Fire and the Board of Education.

Programs:

- To continue the implementation of vehicle operation records.
- To implement a preventative maintenance system.

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

Programs:

- To continue to implement a preventative maintenance system.
- To improve records on building facilities, equipment and costs.
- To reduce the work request backlog by review, cost estimating and priority setting.

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 are issued to the facilities off New London Turnpike and off Tryon Street.

Programs:

- To continue maximum use of two disposal sites.
- To continue to expand the recycling efforts.

The Water Pollution Control Group is responsible for operating, maintaining, and repairing the Water Pollution Control Facility and seven (7) pump stations.

Programs:

- To continue to operate the facilities in accordance with the Connecticut DEP-NDPES Permit.
- To continue the development on an acceptable land disposal process for sludge.
- To effectively train all personnel to provide versatility in work assignment.

PUBLIC BUILDINGS COMMISSION

The work of the Public Buildings Commission in 1978-1979 consisted primarily of the rebuilding of the Grange Pool. Preliminary work started in February, 1979. Construction on the project, which has an estimated cost of \$80,000, commenced during the spring of 1979.

SEWER COMMISSION

The Sewer Commission consists of seven members who are appointed by the Town Council on a biennial basis in accordance with Chapter VIII, Section 802 of the Town Charter, and Chapter 103, Section 7-246 of the General Statutes of Connecticut.

The duties and powers of the Sewer Commission are to:

1. Acquire, construct, and operate a sewerage system;
2. Establish and revise rules and regulations concerning the sewerage system;
3. Enter into and fulfill contracts with any desired party;
4. Levy benefit assessments against sewerage system abutters.

Some of the 1978-1979 accomplishments are:

1. The Apple Hill/Hale Road Sewer Project which is approximately 95 percent complete. This project included the construction of an ejector station on Cider Mill Road, the installation of 1,000 linear feet of force main, and the installation of 20,700 linear feet of gravity sewer line.
2. Seven Developer's Permit-Agreements were executed for the installation of sanitary sewers as follows:
 - a. Rosewood Subdivision - 1,700 linear feet.
 - b. Dutton Place PAD - 300 linear feet.
 - c. Murray Subdivision - 150 linear feet.
 - d. Rotary Fields - 200 linear feet.
 - e. Greentree Subdivision - 1,200 linear feet.
 - f. Bayberry Hill Subdivision - 4,700 linear feet.
 - g. Oakwood Drive to Commerce Street - 400 linear feet.

The installation of the sanitary sewers for the above projects has been completed except for Bayberry Hill Subdivision. The total amount of sanitary sewers installed for all projects was 25,700 linear feet.

POLICE DEPARTMENT

The Glastonbury Police Department has as its primary responsibility the protection of the lives and property of the citizens of Glastonbury.

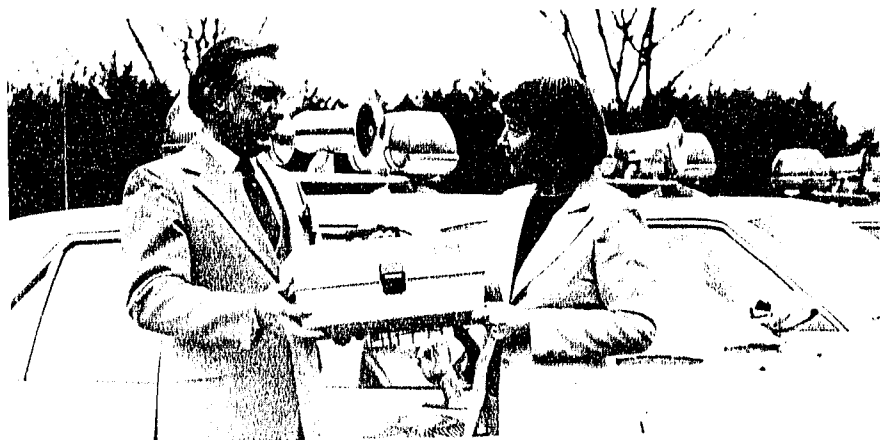
Crowded conditions continued during the 1978-1979 fiscal year. A solution

to the department's space problems is important in order to insure continuation of the best possible service to Glastonbury's citizens.

The past fiscal year marked a first for the department with the use of a new automated management information system. This program involves analysis of patrol division activity in regards to recorded case incidents. All dispatch cards recorded for incidents in which patrol division personnel have been involved are being used as a management tool for statistical analysis. As a result, projections for determining chronic high incident activity areas are being made. This information is passed on for use by patrol personnel in the form of strategy planning. This proactive approach will assist the department in regards to patrol deployment, allocation of personnel and preventative patrol to insure a maximum use of equipment and personnel.

Crime Statistics:	1977-1978	1978-1979	
Serious Crime - Burglary, assault, rape	979	1073	+ 10%
Less Serious Crime - trespassing, disorderly conduct	4080	5095	+ 25%
Traffic	3488	6016	+ 72%
Police Service	6922	7639	+ 10%

Overall, the total reported case incident rate has gone up 28 percent, from 15,469 cases to 19,823 cases. The unusually large percentage of change in the traffic area reflects the new reporting system.



Woman's Club Annual Gift

FIRE DEPARTMENT

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

During the 1978-1979 fiscal year, there was an increase in structural fires including one fatality in a residential fire. The major portion of the fires in homes

and businesses can be considered accidental and therefore preventable. The Office of the Fire Marshal has continued a home fire safety program that is directed to grade school students in an effort to minimize fire losses in the home.

Summary of Emergency Alarms

Brush, woods and grass fires	150	Home detector alarms	19
Motor vehicles and accidents	122	Public school alarms	13
Home and building fires	73	Dumpster fires	6
Barn and shed fires	8	Drownings and river search	8
Furnace and home appliances	38	Mutual aid assistance	3
Street electrical	16	Miscellaneous	20
Chimney fires	15	Water in basements	69
Total Alarms			560

Programs, Goals and Objectives for 1979-80:

- To recruit daytime firepersons.
- To increase fire safety programs in the schools.
- To measure and improve response to alarms.
- To purchase new fire fighting equipment.
- To pursue construction of a new firehouse in South Glastonbury.



Radiological Training Session

CIVIL PREPAREDNESS

The Glastonbury Office of Civil Preparedness is 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.

Extensive planning has been undertaken for the retraining and recertification of the current list of radiological monitoring staff, as well as to train new personnel. The training involves the efficient monitoring of nuclear radiation from either peace-time uses of radio-active materials, or thermonuclear attacks upon our country.

The Civil Preparedness Office has also been involved in updating the entire Town's emergency communications network. The goal is to assure that the on-line vital communications system functions efficiently in order to aid in the control of major disasters.

BOARD OF FINANCE

The Board of Finance consists of six elected members each serving a term of six years.

The Board is empowered under the provisions of Chapter V and VI of the Town Charter and has as its two primary functions advisory recommendations and direct fiscal action over the appropriation and expenditure of Town funds:

Advisory Function:

Review the Town Manager's Budget and the Board of Education's Budget prior to being forwarded to the Town Council with the Board of Finance's recommendations.

Recommend that the Town Council transfer available appropriated funds from any Town department to another Town department (only during the last three months of a fiscal year).

Recommend to Town Council transfers to or from the Reserve Fund for capital and nonrecurring expenditures in excess of \$25,000 from surplus funds.

Recommend to Town Council waivers of bid.

Direct Action:

Sets the mill rate based on the Annual Budget, as approved by the Town Council, and the Grand List of the previous October 1.

Final approval of non-budgeted appropriations in excess of \$1,000.

Certifies as to sufficiency of funds for non-budgeted appropriations.

Approves transfers to or from the Reserve Fund for capital and nonrecurring expenditures up to \$25,000 from surplus funds.

Determines the method of financing bond issues.

Transfers funds from one line-item to another within a department with the approval of the Town Manager.

The Board of Finance met twenty-nine times during fiscal 1978-1979: 17 regular meetings, 3 special meetings, 7 budget workshops and two public hearings.

DEPARTMENT OF ADMINISTRATIVE SERVICES

Administrative Services includes the following functional areas: accounting, revenue collection, assessment and records. Other functions within the department are: purchasing, data processing and the administration of insurance, debt service and the Town's pension plan, and coordination with the Probate Court, Town Attorney and Registrars of Voters.

During the 1978-1979 fiscal year, goals and objectives included the following: establishing and maintaining a viable, centralized purchasing/pre-itemized requisition system and the continuation of the data processing function to complete the abstract, rate book and tax billing process.

ASSESSOR

The Assessor is responsible for three major functions:

- Ad valorem tax administration including compliance with State tax laws, administering exemptions for elderly, farmers, veterans, etc.

- 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.

Grand List: The October 1, 1978 final net Grand List, as filed by the Board of Tax Review, represents an increase of \$14,727,972 over the October 1, 1977 Grand List. This increase is the highest annual increase in Glastonbury's history for a non-revaluation year. A comparative breakdown of net totals follows:

	10/1/77	10/1/78	Change	Percent
Real Estate	\$239,164,217	\$248,422,899	+ \$ 9,258,682	3.9
Personal Property	12,386,670	13,252,560	+ 865,890	7.0
Motor Vehicles	22,272,120	26,875,520	+ 4,603,400	20.6
Net Totals	\$273,823,007	\$288,550,979	\$14,727,972	5.4

Substantial Assessments: The following is a list of the ten (10) top assessments on the October 1, 1978 Grand List:

Coccoma, John A. (Hale Farms Apartments)	\$ 2,885,380
Connecticut Light and Power Company	1,731,250
Beitman, John (Colonial Village of Glastonbury)	1,608,770
Center Mall Associates (Fox Run Mall)	1,543,560
Metropolitan Petroleum Company	1,229,330
Continental Real Estate Partners (Glen Lochen)	1,169,000
Connecticut Natural Gas Corporation	1,097,100
Arbor Acres Farm, Inc.	1,092,040
Manchester, Town of	1,045,080
Shoor, Julian (Glastonbury House, Inc.)	965,070

TAX COLLECTOR

The Tax Collector is responsible for the collection of property taxes: real estate, personal property and motor vehicle. The Tax Collector strives to attain as high a collection percentage as possible to assure the Town's financial stability.

For the fiscal period ending June 30, 1979, the Tax Collector received \$12,764,132.98 in property tax payments. When applied to the adjusted collectible of \$13,019,998.12 on the 1977 Grand List, this amount represented a 98.03 collection percentage of the adjusted figure.



GLASTONBURY PUBLIC SCHOOLS
GLASTONBURY, CONNECTICUT 06033

BOARD OF EDUCATION OFFICE
WILLIAMS STREET
633 5231

Annual Report of the Superintendent of Schools

To the Townspeople of Glastonbury:

In accordance with the statutes of the State of Connecticut and the policies of the Board of Education, the Superintendent provides leadership for public education in Glastonbury and is responsible for the administration and supervision of all schools and activities under the control of the Board of Education. This responsibility makes the Superintendent accountable for devising, applying and executing the rules and operating procedures necessary to make certain that the Board of Education policies are translated into action.

The 1978-79 school year saw a transition in the administration of the Glastonbury Public School system. Mr. Henry Schoebel served as Acting Superintendent of Schools from October 1978 through May of 1979, at which time I was appointed to the position for a three year term of office. After assuming responsibilities in February of 1979, preparation for budget deliberations and administrative reorganization was commenced to improve the efficiency of the school system. The 1978-79 school year brought many items into focus for further review and consideration. Some of those items are as follows:

1. A general reorganization of the administration of the school system which resulted in a tax savings in excess of \$40,000 and allowed the school system to be more efficient. A new Director of Elementary Curriculum and Special Services was employed to direct curriculum growth and to assist the Director of Special Education in the fulfillment of that position's responsibilities for education of elementary age children.
2. Improvement of communication with the community through distribution of a Parent Handbook, periodic Superintendent's Reports and publication of an Elementary Curriculum Handbook.
3. The continuation of past cost effective economic practices in our transportation system, which operates at approximately twenty percent below the cost in other towns. In addition, student parking at Glastonbury High School has been restricted as an outgrowth of energy concerns and as a means of maximizing use of available bus transportation.
4. The continuation of the staff development program during the 1979-80 school year is planned and a thorough evaluation to determine steps for the future.
5. A complete reorganization of the business, maintenance and plant operations division which resulted initially in savings of over \$25,000. Because of that and other efficiency measures, a budget surplus in excess of \$80,000 was realized to the Town. The stream-

-2-

5. (Cont'd.)

lined Business Department will now be able to react better to situations that develop and be more efficient in its responsibilities.

6. A major review and analysis of the test program has been completed. A new program will be implemented in the 1979-80 school year. This program will enable staff to better understand the needs, strengths and weaknesses of children and also enable parents to work more closely with the schools in the development of a quality educational program.
7. The Special Education Department continues to make progress in terms of its responsibility under 94-142, Section 504, of the Rehabilitation Act and applicable state statutes. Programs have been expanded during the course of the year to take care of additional needs of children and to be in compliance with all applicable statutes.
8. Parent Advisory Councils at all schools will continue to function and there will also be a general council with special education involvement. This general council is another device by which we can guarantee the community free and open access to information.
9. A Professional Council and an Energy Commission have both been developed with the school system. The former will provide a forum for staff members and central administration to discuss a variety of ideas and concerns; the latter will try to increase energy efficiency.
10. Our science program is being thoroughly reviewed and will be restructured as an outgrowth of staff involvement and community needs. A new Science Director was hired to assist the school system in its endeavors.
11. The first step toward the development of a true elementary library media program was implemented with the employment of a full-time elementary librarian. This person has a responsibility for coordination and care of all programs and although the responsibility is awesome, it is a step in the right direction to make our services more efficient.

The end of the 1978-79 school year saw a variety of changes geared to enable Glastonbury to reach its desired spot as the finest school system in the Hartford area. The 1979-80 school year will see the implementation of these ideas as well as intensive effort on the part of staff members to study other areas where change is indicated, to make certain that that change is reflective of the needs of each given situation. The Glastonbury Public School system and the Superintendent welcome suggestions from parents about any of its activities and looks forward to working together to achieve the finest education possible for the children of Glastonbury.

L. Ashley, Ed. D.



GLASTONBURY PUBLIC SCHOOLS
GLASTONBURY, CONNECTICUT 06033

BOARD OF EDUCATION OFFICE
WILLIAMS STREET
633 5231

Annual Report of the Chairman of the Board of Education

To the Citizens of Glastonbury:

During the past year, the Board of Education directed much of its attention to the organizational and financial needs of our school system.

Faced with expense commitments that are acutely sensitive to inflation, particularly in the areas of transportation, utilities and personnel costs, specific attention was paid to better utilization of our facilities, finances and staff.

After considerable public discussion and consideration, a redistricting plan was developed and implemented, which was designed to alleviate the over and under utilization of classrooms caused by changing elementary school population centers. The plan also addressed the community's desire to preserve a neighborhood school concept and the need to contain transportation costs. The measures implemented resulted in the closing of the High Street School and a student distribution pattern which, based on all available information, should remain consistent for many future years.

Organizational changes, reported in greater detail in the Superintendent's report, were effected with the aim of providing better financial control and staff utilization. While increasing current costs to some degree, it was felt to be financially prudent to allocate additional funds to the repair and maintenance of our buildings and equipment.

Budget deliberations with both public agencies and community groups highlighted the need for continued emphasis on public information and understanding of both the general nature and specific elements of school financing. Our system's costs compare quite favorably with comparable school districts. However, the absolute amount of the budget requirement in relation to total town expenditures and the relatively small portion which is discretionary or locally controllable, requires that additional attention be given to providing appropriate budget data. This information should communicate needs clearly and create confidence that funds are committed prudently and that intended objectives are achieved.

The Board continues to be most appreciative of the high quality and dedication of its professional and administrative staff which has continued to provide efficient and effective education to our children during this period of reorganization and re-emphasis. We are also appreciative of the many citizens who actively support the system through volunteer efforts and participation in Parent-Teacher and other youth directed activities.

Respectfully submitted,

Henry J. D'Auria
Chairman

ELECTED TOWN OFFICIALS

Town Council

Constantine Constantine
David E. Crow
Marcia W. Erley
(resigned April 1979)
Henry A. Kinne, Chairman
Janet R. Maher
James R. McIntosh
Nancy Owen
(resigned April 1979)

Dale A. Richter
Joan L. Saglio,
Vice-Chairwoman
Beth Ellason
(appointed May 1979)
Sonya Googins
(appointed April 1979)

Board of Education

Ann Alvord
Henry J. D'Auria, Chairman
Beth Ellason
(resigned April 1979)
Charles Greenwald
Judy Harper
Vincent Palacino, Jr.
Diane Twachtman
Douglas Webster
Hooks Johnston Jr.
(appointed May 1979)

Fire Commission

Henry Belmont
William Constantine,
Chairman
Earl C. Goodale
Dr. Ernest E. Novey, Jr.
Thorne Perry
John Sartori
Edward P. Urbansky, Jr.

Board of Finance

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

Board of Tax Review

Carl Bolln, Chairman
J. Blaine Lewis Jr.
W. Michael Low
Robert Phelon
Richard Yedzinlak

Zoning Board of Appeals

Walter L. Erley
(resigned January 1979)

Robert Gamer
Winthrop Goodwin
Charles Monaco
Douglas T. Scott, Chairman
Arthur W. Bostlick
(appointed January
1979)

Alternates:

David H. Elliott
Donald Gondek
Marge Isidore

Registrars of Voters

Joan Kemble
Carolyn S. Larsen

State Senator

David M. Barry

State Representative

Antonina B. Parker

Constable

Charles Fisher

U. S. Representative

William R. Cotter

Probate Judge

Donald Auchter

APPOINTED ADMINISTRATIVE OFFICIALS

Town Manager

Donald C. Peach
(resigned May 1979)
Gerald L. Sitko,
Acting Town Manager

Assessor

David MacArthur

Community Development Director

Richard S. Eigen

Building Official

Bernard Dion

Director of Health

Richard Coppa

Public Works Director

S. Robert Pryzbly

Fire Chief

Edward Slwy

Superintendent of Schools

Lawrence Ashley
Hugh Watson
(resigned October
1978)

Fire Marshal

Howard Horton, Jr.

Highway Superintendent

Edward Carlini

Housing Authority Director

William Willett

Insurance Agent

Glastonbury Insurance
Agency, Inc.

Library Director

Ellnor 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 S. Rogers

Town Clerk

Edward Friedeberg

Youth Services Director

Edmund Meincke

Director of Administrative Services

G. Ted Ellis

Civil Preparedness Director

Robert F. DiBella

COMMITTEE AND COMMISSION ROSTERS

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

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

**Capitol Region Council of
Governments**

Henry A. Kinne
Marcia W. Erley

**Citizens Advisory
Committee**

Leon Bassow
Rosiland Bennett
Mark K. Branse
Phyllis Chericoni
John A. Davis
Rev. Elmer Dreyer
Carol Frederickson
Edmund J. Jowdy, Jr.
Marie Levy
Leon Peragallo
Allen Pfeffer*
David Ross
Edna R. Rudd
Mirlam Schmlidt
Peter J. Sterling
Dennis Weir
Della Winans

CRCOG-Citizens Forum

Marcia W. Erley

Commission on Aging

Eleanor Bostick
Percy House
Alfred Lincoln
Paul Love
Brian A. McCann
Winona Morse
Gilbert Spencer*
Fleda Dean

**Community Beautification
Committee**

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

Conservation Commission

Carol R. Burritt
Cynthia Fitton
Richard Mihm*
Maria Robotham

Alan R. Spier
Peter Stern
Alan Van Duesen
Franklin Pond

**Economic Development
Commission**

David J. Della-Bitta
Roger Evarts
Sonya Googins
Evald Gustafson
Alden A. Ives*
David H. Lips**
Robert F. McKinney
Leo Stalhardt
Carol Ruff
Peter C. Schwartz

Fence Viewing Committee

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

Fine Arts Commission

Krystyna Celichowski
Thomas DeMille
Joan Dufford
David Fitton
Sheila Grimm
Betsy Hamilton
Barbara Jenkins**
Thomas Lips*
Betsy Olmsted
Doris O'Rourke
Evelyn Prell
Phyllis Tildes
Dr. Johan Tschinkel
Woodward Waesche
Margot Winslow

Heritage Committee

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

**Housing Code Appeals
Committee**

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

**Human Relations
Commission**

Mary Lou Barrett
Robert E. Goodrich
Dr. Martin Mass
Margaret McKeever
Susan Motycka
Peter Preisner
James Ritter, Jr.
George J. Sanford, Jr.
Freda Lund Sonenstein
Gloria Symington*
Robert B. Titus
Sally Wisniewski
Marilyn Seichter

**Incorporators of the
Free Academy**

Edward Bantley
Robert L. Henderson
Robert P. Mercler

**Insurance Advisory
Committee**

David Canaparl
George A. Clyde
Robert Custer
Richard Fochl
Roger Gray
Thomas Leahy
H. William Reed
Craig Smith
Alfred Villa

Jury Committee

Mary Mello
Pauline Millich
Evelyn Rowley
Betty Glamalls

Parking Authority

Albert E. Aubin*
Raymond Brezzo
Ruth Dufford
William O'Connell, Jr.
Zygmund Onackl

Personnel Appeals Board

Michael E. Brown
Arthur R. Colby
James A. Corcoran
William J. Faber
John P. Higgins
John O'Rourke
Robert H. Pearson
Richard A. Evarts

**Planning and Zoning
Commission**

Charles F. Ames
Walter R. Casella*

William E. Ferris
Robert W. Jenkins
Robert P. Knickerbocker
Timothy Moriarty
T. James Murray
Lawrence B. Morse
Judith Stearns
David Fitton
Allen Pfeffer

**Public Buildings
Commission**

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

Public Housing Authority

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

Recreation Commission

Joyce Allen**
Linda Anderson
J. Bruce Barlow
Robert A. Breen
Carol D. Haught
David L. Motycka
W. Gilbert Wolf*
Liaison:
Salvatore Squatrito

Redevelopment Agency

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

Safety Committee

Frank Cavanaugh*
Kurt Cavanaugh

Joan Corcoran
William Dunn
A. Estelle Flanagan
Franklin Elchacher
Kimberly Murray
Lewis Parker
James Spencer

**Sidewalk Evaluation and
Program Commission**

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

**Welfare Advisory
Committee**

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

**Welles-Turner Library
Board**

Margaret Berg
Michael E. Brown
Richard Burkhardt, Jr.
Dennis Carrithers*
Penelope B. Kelly
Charles E. Rignall
Raymond White

**Youth Services
Commission**

Jeanne Babineau
Richard Burkhardt, Jr.
Dr. Ruthellen Gahm
Richard LaCroix
Susan Motycka
Margaret Richards
Rochelle Y. Ripley*
Salvatore Squatrito, Jr.
Jullanna Steffens
Ex officio:

Francis Hoffman
Rev. Craig N. Raeburn
Kenneth Adamson, student

Elizabeth Schlick, student
David Lynch

Sewer Commission

George Adamson
Maurice Bourbeau
Donald Cromwell
George W. Ripley III
F. Peter Schevola
Lucretia Seldel
George Smith
Harold G. Symington

**Charter Revision
Commission**

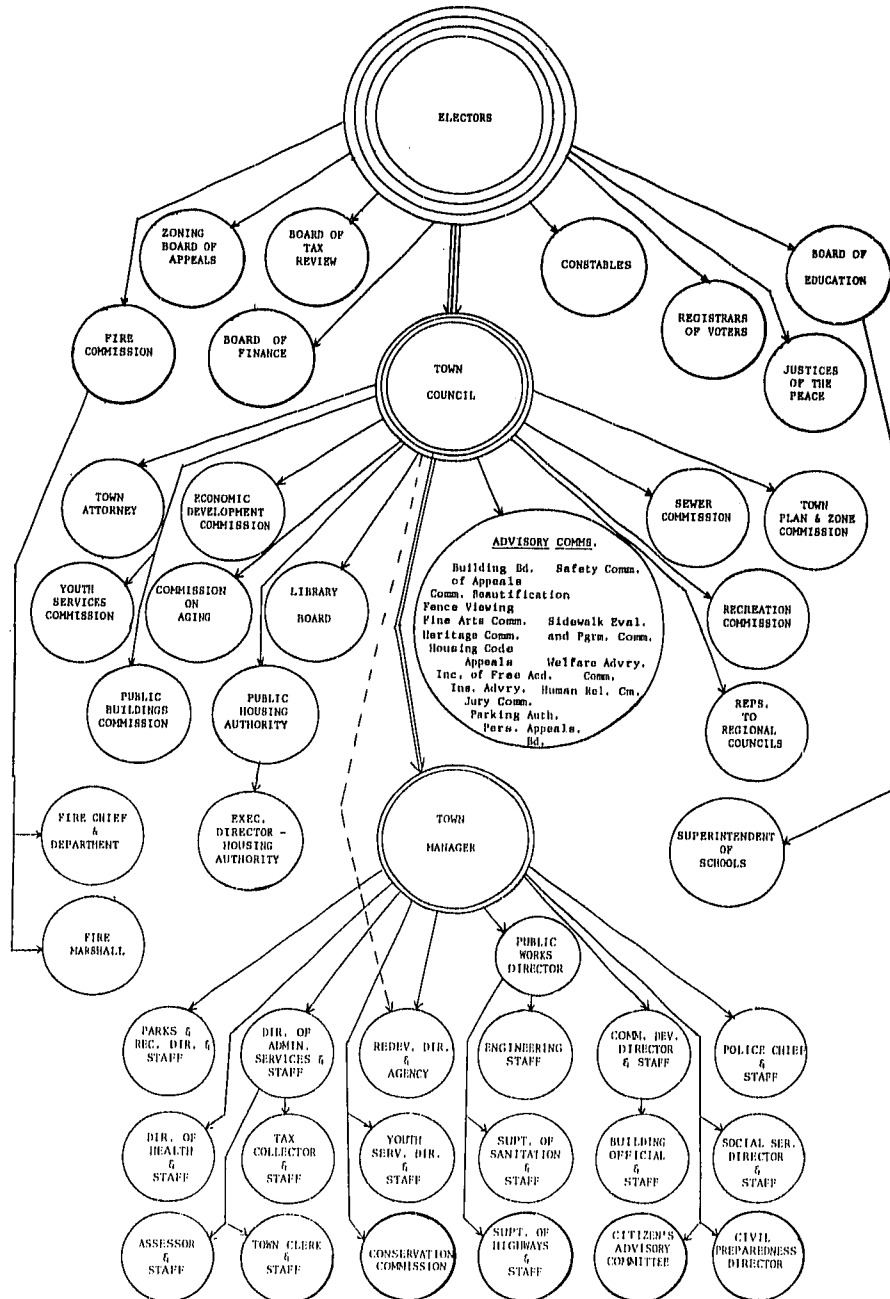
Margaret Berg
Edward R. Farrington
John Glezen
Hooks K. Johnston, Jr.
James H. Lloyd III
Robert Merritt
Barbara Moriarty
Jane Nystrom
Richmond Perley*
Barbara Pond
Cheryl Turcotte

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 Paindiris
Lucretia Seldel
Kenneth P. Smith
Brian E. Tyrol

* Chairperson

** Vice-Chairperson



Blum, Gavens & Kaplan, P.C.

Certified Public Accountants

*Bernard Blum, C.P.A.
 Morton H. Gavens, C.P.A.
 George B. Kaplan, C.P.A.
 Seymour Gavens, C.P.A.
 Alan R. Mandell, C.P.A.
 Conrad A. Koppell, C.P.A.
 Frederick J. Kaplan, C.P.A.*

*29 North Main Street
 West Hartford, Conn. 06107
 203-521-7500*

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, 1979, listed in the foregoing Table of Contents. Except as explained in the third paragraph, 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. Accordingly, a statement of general fixed assets, required by generally accepted accounting principles, is not included in the financial report.

Our audit of the CETA/PSE Fund, included in Special Revenue Funds, was limited to an examination of the financial aspects of the Fund. We did not examine the Town's compliance with CETA regulations which is done by other auditors. The last available audit report covering the period ended December 31, 1977 noted only minor questioned costs.

In our opinion, except for the effect of such adjustments, if any, as might have been determined to be necessary had we performed a compliance audit of the CETA/PSE Fund, 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, 1979, 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 30-35. 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

October 11, 1979

**TOWN OF GLASTONBURY
COMMENTS AND RECOMMENDATIONS
JUNE 30, 1979**

COMMENT

1. 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 interfund transfers which complicate and tend to confuse the reporting and accounting activities.

RECOMMENDATION

The Town should 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.

Additionally, the Town should initiate a policy where all construction costs for a particular project are disbursed from, and accounted for, in the Capital Projects Fund. When financing of projects is provided by other funds, the appropriated monies should be transferred from those funds to the Capital Projects Fund where actual project costs are incurred.

COMMENT

2. The Sewer Sinking Fund, as presently established, has two distinct activities. One is 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

The Sewer Sinking Fund should be rearranged so that its sole activity is for the collection of assessments and the retirement of debt. Future sewer construction projects should be accounted for in the Capital Projects Fund.

COMMENT

3. The Reserve Fund for Capital and Non-Recurring Expenditures, included within the Special Revenue Funds, maintains the costs of the Main Street Construction project. For the past two years, this project has accumulated expenses in excess of appropriations.

RECOMMENDATION

Costs of projects should be continually monitored to prevent the accumulation of costs in excess of appropriations. When projects are to be financed in part or in total from revenue sources not currently received (such as State

grants as in the case of the Main Street Construction project), appropriations should be made to cover expenditures incurred in anticipation of those revenues. In no event should projects with cost overruns be allowed to continue without appropriations to cover such deficiencies.

COMMENT

4. As part of our examination, the internal controls in use by the Town of Glastonbury were reviewed. Two areas of particular concern were noted.
 - a. The Town does not have uniform procedures for authorizing the hiring and termination of employees. Additionally, the personnel files often do not contain updated authorizations for payroll deductions.
 - b. General Statutes Section 7-27 requires that public records be safeguarded from fire. The Town's accounting records are not safeguarded against fire.

RECOMMENDATION

To enhance the effectiveness of the Town's internal control, the following steps are recommended:

- a. Establish formal procedures to document the hiring and termination of employees. No changes to the payroll should be made unless written authorization is present. Additionally, procedures should be established to periodically update personnel records.
- b. The Town should take steps to properly safeguard accounting records against fire.

COMMENT

5. 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.

COMMENT

6. 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.

FINANCIAL STATEMENTS

TOWN OF GLASTONBURY
COMBINED BALANCE SHEET
JUNE 30, 1979

ASSETS	General Fund	Special Revenue Funds	Capital Projects Fund	Trust and Agency Funds	Sewer Commission Funds		General Long-term Debt Group of Accounts
					Sewer Sinking Fund	Operating Fund	
Cash and Short-term Investments	1,205,759.13	1,493,909.94	1,107,073.18	10,042.13	308,354.73	13,238.63	-
Accounts Payable	789,793.51	39,514.35	-	-	-	-	-
Accounts Receivable	-	1,006,493.83	974,703.40	-	-	-	873,234.31
Prepaid Expenses	-	-	-	-	-	-	-
State of Connecticut	-	250.79	-	5,953.32	-	-	-
Other	-	-	-	-	-	-	-
Mortgages Receivable	411,452.02	-	-	-	1,660,246.49	-	-
Property Taxes Receivable	189,565.37	23,057.00	-	-	610,619.70	-	-
Assessments Receivable	-	-	-	-	-	-	-
Due from Other Funds	-	-	-	-	-	-	-
Available in Other Funds	-	-	-	-	-	-	-
Inventory	-	22,154.47	-	-	-	-	1,511,625.49
Amount to be Raised by Future Taxation or Assessments	-	-	-	-	-	-	7,885,140.20
Total Assets	\$ 2,586,570.03	\$ 2,585,380.38	\$ 2,076,776.56	\$ 15,995.45	\$ 2,779,320.92	\$ 24,522.63	\$ 10,220,000.00
LIABILITIES AND FUND BALANCES							
Accounts Payable and Encumbrances	\$ 411,199.73	\$ 225,997.18	\$ 714,101.04	\$ 7,802.26	\$ 9,192.81	\$ 2,730.08	\$ -
Due to Federal or State Government	-	48,032.75	-	-	-	-	-
Sales Taxes Payable	240.45	-	-	-	-	-	-
Due to Other Funds	789,793.51	37,383.10	610,619.70	-	100,000.00	-	-
Due to Developers for Escrow Deposits	274,888.01	219,415.81	575,085.00	-	4,852.28	-	-
Deferred Revenues	-	835,630.98	11,625.49	-	320,000.00	-	1,340,000.00
Unexpended Appropriations	-	-	-	-	-	-	8,680,000.00
Amount Available for Debt Service	-	-	-	-	-	-	-
Notes Payable	-	-	-	-	-	-	-
General Long-term Debt	1,476,121.70	1,479,082.17	2,137,306.71	7,802.26	1,974,145.09	2,730.08	10,220,000.00
Total Liabilities	\$ 496,452.02	\$ 6,185.19	\$ 4,107.77	\$ 4,107.77	\$ 91,387.40	\$ 21,792.55	\$ -
Fund Balances:	623,996.51	1,100,113.02	(60,530.13)	4,085.42	713,788.43	-	-
Appropriated	-	-	-	-	-	-	-
Unappropriated	-	-	-	-	-	-	-
Restricted	-	-	-	-	-	-	-
Total Fund Balances	\$ 1,120,448.33	\$ 1,106,298.21	\$ (60,530.13)	\$ 4,085.42	\$ 805,175.83	\$ 21,792.55	\$ -
Total Liabilities and Fund Balances	\$ 2,596,570.03	\$ 2,585,380.38	\$ 2,076,776.56	\$ 15,995.45	\$ 2,779,320.92	\$ 24,522.63	\$ 10,220,000.00

FINANCIAL STATEMENTS

TOWN OF GLASTONBURY
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES AND TRANSFERS
BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 1979

	Budget As Amended	Actual	Excess of Budget Over-Under Actual
Revenues:			
Property Taxes:			
Taxes	12,659,003.00	12,950,722.96	291,717.96
Penalties, Interest, Fees	60,000.00	70,050.87	10,050.87
Bad Debt Writeoffs	-	(19,720.69)	(19,720.69)
Assessor's Corrections - Additional Taxes	-	42,139.26	42,139.26
	<u>12,719,003.00</u>	<u>12,043,192.40</u>	<u>324,187.40</u>
In Lieu of Taxes:			
Housing Authority	72,523.00	67,500.00	(5,023.00)
Elderly Housing	3,700.00	4,464.36	764.36
State of Connecticut	9,600.00	10,353.31	753.31
Inventory - Manufacturing	54,437.00	54,437.54	.54
Inventory - Merchandise	32,569.00	28,497.91	(4,071.09)
Elderly Exemptions	75,000.00	80,206.71	5,206.71
Disability Exemptions	1,200.00	1,230.24	30.24
Circuit Breaker	39,000.00	36,952.23	(2,047.75)
Tax Credits	14,033.00	-	(14,033.00)
Property Tax Relief Grant	-	136,855.39	136,855.39
	<u>302,064.00</u>	<u>420,497.71</u>	<u>118,433.71</u>
Community Development:			
Building Inspector	80,000.00	98,715.86	18,715.86
Planning and Zoning	12,000.00	7,848.00	(4,152.00)
Block Grant	43,892.00	-	(43,892.00)
	<u>135,892.00</u>	<u>106,563.86</u>	<u>(29,328.14)</u>
Administrative Services:			
State Per Capita Grant	41,056.00	41,056.62	.62
General Fund Interest	170,000.00	302,124.92	132,124.92
Land Sales and Rentals	300.00	1,301.00	1,001.00
Town Clerk Recordings	43,000.00	43,032.70	32.70
Conveyance Tax Special	4,000.00	11,448.20	7,448.20
Transfor Tax	53,000.00	58,968.55	5,968.55
Town Clerk Other Fees	4,000.00	5,005.45	1,005.45
Anti-Recession Grant	8,000.00	5,184.80	(2,815.20)
Miscellaneous	323,356.00	499,888.19	176,532.19
	<u>525,000.00</u>	<u>530,868.00</u>	<u>5,868.00</u>
Education:			
Special Education (PA 792)	600.00	300.00	(300.00)
Adult Education	1,415,000.00	1,399,067.00	(15,933.00)
Grants-in-Aid ADM	153,000.00	152,963.00	(37.00)
Vocational Education	75,000.00	50,074.78	(24,925.22)
Athletic Gate Receipts	3,000.00	3,908.52	908.52
Instant Lottery	134,916.00	132,288.00	(2,628.00)
Special Education (10-266k)	4,563.00	-	(4,563.00)
Hartford - Project Concern	46,000.00	46,503.00	503.00
Facilities Rental	10,000.00	9,845.68	(154.32)
Tuition - Vocational Agriculture	-	54,316.60	54,316.60
Tuition - Other Towns	-	5,966.50	5,966.50
Miscellaneous	3,200.00	3,433.40	233.40
Equalization	-	17,319.00	17,319.00
	<u>2,370,279.00</u>	<u>2,406,848.48</u>	<u>36,569.48</u>
Public Works:			
DETA Program	18,000.00	44,232.30	26,232.30
Refund and Sales	3,000.00	1,996.56	(1,003.44)
Labor Reimbursements	-	60.00	60.00
Refuse Dumping Fees	5,000.00	8,577.33	3,577.33
Refuse Recycling Sales	25,000.00	22,637.16	(2,362.84)
Licenses and Permits	4,000.00	3,598.00	(402.00)
Sewer Inspection Fees	10,000.00	14,670.75	4,670.75
Federal and State Grants	-	23,409.00	23,409.00
	<u>65,000.00</u>	<u>121,201.10</u>	<u>56,201.10</u>

FINANCIAL STATEMENTS

TOWN OF GLASTONBURY
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES AND TRANSFERS
BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 1979

	Budget As Amended	Actual	Excess of Budget Over-Under Actual
Revenues (Continued):			
Parks and Recreation:			
Eastbury Pool	1,800.00	798.15	(1,001.85)
High School Pool	6,600.00	4,523.65	(2,076.35)
Program Fees	30,000.00	30,300.95	300.95
Tri-Town Camp	9,240.00	-	(9,240.00)
Aquatic Fees	426.00	-	(426.00)
Win Program	600.00	384.00	(216.00)
	<u>48,666.00</u>	<u>36,006.75</u>	<u>(12,661.25)</u>
Public Safety:			
Court Fines	10,000.00	17,291.25	7,291.25
Special Detail	30,000.00	52,863.80	22,863.80
Police Income	7,000.00	10,254.50	3,254.50
Highway Safety Grant	25,000.00	35,573.67	10,573.67
Civil Preparedness	325.00	662.50	337.50
State Fire Service	1,200.00	1,816.00	616.00
	<u>73,525.00</u>	<u>119,461.72</u>	<u>45,936.72</u>
Health:			
Soil Tests	1,600.00	2,200.00	600.00
Licenses and Fees	3,500.00	4,082.00	582.00
Contract Services	-	107.90	107.90
State Grant	-	4,760.00	4,760.00
	<u>5,100.00</u>	<u>11,149.90</u>	<u>6,049.90</u>
Human Resources:			
Title XX Social Services Grant	10,000.00	5,501.00	(4,499.00)
State - General Assistance	23,000.00	17,639.75	(5,360.25)
State - General Assistance (100%)	-	5,188.23	5,188.23
State - Boarding Home	9,000.00	3,176.72	(5,823.28)
Boarding Home Income	10,000.00	13,125.85	3,125.85
Refunds - Social Services	5,000.00	8,565.93	3,565.93
Urban Problems	70,298.00	69,677.00	(621.00)
Disal-A-Ride Transportation Grant	5,000.00	9,080.55	4,080.55
Fine Arts Income	2,000.00	960.12	(1,039.88)
Youth Services Bureau Program Receipts	2,500.00	2,960.12	460.12
Board of Education Contract	15,000.00	3,325.91	(11,674.09)
Youth Services Bureau - Mobil Grant	1,000.00	4,105.00	3,105.00
Youth Services Bureau - Connecticut	-	-	-
Foundation for the Arts Grant	-	1,300.00	1,300.00
Youth Services Bureau - State Grant	17,000.00	16,882.00	(118.00)
	<u>169,798.00</u>	<u>160,528.06</u>	<u>(9,269.94)</u>
Libraries:			
Trusted Account	16,000.00	17,272.01	1,272.01
Library Fines	8,500.00	11,466.24	2,966.24
State Grant	4,000.00	3,536.80	(463.20)
Miscellaneous	100.00	-	(100.00)
	<u>28,600.00</u>	<u>32,275.05</u>	<u>3,675.05</u>
School Construction:			
Hedron Avenue	20,349.00	20,349.77	.77
Buttonball Addition	6,688.00	6,688.01	.01
Academy Junior High	23,053.00	23,053.50	.50
Hopedell School	22,435.00	22,435.50	.50
Gideon Welles	67,553.00	67,553.00	-
Eastbury Addition	16,157.00	16,157.89	.89
Naubuc and High Schools	28,644.00	28,643.63	(.37)
	<u>184,879.00</u>	<u>184,881.30</u>	<u>2.30</u>
Total Revenues	<u>16,426,166.00</u>	<u>17,142,514.32</u>	<u>716,348.32</u>
Expenditures:			
General Government:			
Town Council	29,286.00	28,191.86	1,094.14
Board of Finance	2,711.69	2,710.69	.01
Citizens Advisory Committee	700.00	227.06	472.94
Town Manager	95,181.00	94,752.81	428.19
	<u>127,878.00</u>	<u>125,882.42</u>	<u>1,995.58</u>

FINANCIAL STATEMENTS

TOWN OF GLASTONBURY
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES AND TRANSFERS
BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 1979

	Budget As Amended	Actual	Excess of Budget Over-Under Actual
Expenditures (Continued):			
Community Development:			
Community Development	121,610.00	99,603.33	22,004.67
Building Inspector	89,654.00	85,669.28	3,984.72
Town Plan and Zoning	7,916.00	6,087.76	1,828.24
Zoning Board of Appeals	3,879.00	3,878.23	.77
Conservation Commission	5,885.00	5,104.00	781.00
Economic Development	3,450.00	3,103.35	2,344.65
Public Buildings Commission	450.00	347.17	102.83
Community Beautification	1,000.00	968.97	31.03
Heritage Committee	200.00	156.00	44.00
	<u>236,044.00</u>	<u>204,922.09</u>	<u>31,121.91</u>
Public Safety:			
Police	990,029.00	985,301.02	4,727.98
Fire	156,225.00	152,670.61	3,554.39
Civil Preparedness	6,065.00	5,493.20	371.80
Safety Committee	50.00	19.55	30.45
	<u>1,192,369.00</u>	<u>1,143,684.38</u>	<u>48,684.62</u>
Administrative Services:			
Administration and Finance	69,596.00	66,553.74	3,042.26
Accounting	43,563.00	42,227.83	1,335.17
Tax Collector	68,108.00	66,424.66	1,683.34
Assessor	66,692.00	65,268.99	1,423.01
Town Clerk	52,219.00	51,798.37	420.63
Probate Court	1,309.00	1,129.24	183.76
Town Attorney	58,699.00	58,697.03	1.97
Registrars	22,843.00	22,683.52	159.48
Insurance and Bonds	545,805.00	533,303.72	12,501.28
Pension Plan	361,343.00	361,344.26	-.26
	<u>1,290,179.00</u>	<u>1,269,427.36</u>	<u>20,751.64</u>
Health	<u>90,060.00</u>	<u>84,126.63</u>	<u>5,933.37</u>
Human Resources:			
Social Services	143,826.00	141,293.70	2,532.30
Youth Services	119,653.00	112,933.90	6,699.10
Commission on Aging	27,137.00	21,886.30	5,250.70
Fine Arts	3,800.00	3,118.62	681.38
Human Relations Commission	300.00	15.94	284.06
	<u>294,716.00</u>	<u>279,268.46</u>	<u>15,447.54</u>
Parks and Recreation	<u>377,169.00</u>	<u>364,839.53</u>	<u>12,329.47</u>
Libraries:			
Welles-Turner	230,818.00	222,600.44	8,217.56
South Glastonbury	2,000.00	2,000.00	-
East Glastonbury	2,000.00	2,000.00	-
	<u>234,818.00</u>	<u>226,600.44</u>	<u>8,217.56</u>
Public Works:			
Administration and Engineering	258,080.00	253,373.79	4,706.21
Streets and Drains	771,773.00	764,370.48	7,402.52
Vehicle Maintenance	184,146.00	180,637.13	3,508.87
Public Buildings	117,060.00	117,052.86	7.14
Refuse Disposal	91,265.00	91,235.20	29.80
Sewer Commission	9,200.00	8,630.43	569.57
	<u>1,431,524.00</u>	<u>1,415,499.89</u>	<u>16,024.11</u>
Contingency	<u>9,149.00</u>	<u>-</u>	<u>9,149.00</u>
Capital Improvements:			
Transfer to Reserve Fund for	136,855.39	136,855.39	-
Capital and Non-Recurring Expenditures	425,678.00	434,642.42	61,034.21
Capital Improvements - Intrafund	622,233.39	571,498.88	61,034.51
	<u>1,184,766.78</u>	<u>1,142,996.69</u>	<u>41,770.09</u>
Bonds and Interest	<u>1,489,186.00</u>	<u>1,489,186.00</u>	<u>-</u>

TOWN OF GLASTONBURY
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES AND TRANSFERS
BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 1979

	Budget As Amended	Actual	Excess of Budget Over-Under Actual
Expenditures (Continued):			
Total General Government	7,365,625.39	7,174,936.08	190,689.31
Board of Education	9,726,845.00	9,671,216.50	55,628.50
Total Expenditures	<u>17,092,470.39</u>	<u>16,846,152.58</u>	<u>246,317.81</u>
Recurring Annual Transfers:			
Federal Revenue Sharing Fund - Entitlement and Interest	429,095.00	369,882.67	(59,212.33)
Insurance Reserve Fund - Interest	15,000.00	14,732.62	(267.38)
Sewer Sinking Fund - Capital Payment	20,000.00	20,000.00	-
Town Deposit Fund - Interest	500.00	475.62	(24.38)
Reserve for Capital and Non-Recurring Expenditures - Unappropriated Fund			
Balance at June 30, 1978	(136,539.29)	(136,539.29)	-
Sewer Operating Fund - Water Pollution Control Dog Fund	(26,882.00) (3,500.00)	(26,882.00) (3,500.00)	-
Net Recurring Annual Transfers	<u>297,673.71</u>	<u>238,169.62</u>	<u>(59,504.09)</u>
Excess of Revenues Over Expenditures	<u>\$ (368,630.68)</u>	<u>\$ 534,531.56</u>	<u>\$ 903,162.24</u>

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, 1979

Date of Issue	Interest Rate	Description	Original Issue	Outstanding July 1, 1978	Redeemed or Refinanced During Year	Outstanding June 30, 1979
General Purposes						
June 1, 1970	5.9%	Uniform Fiscal Year	1,000,000	200,000	100,000	100,000
April 1, 1971	3.9%	Road Construction	770,000	225,000	75,000	190,000
April 1, 1971	3.9%	Firehouse Co. #1	<u>405,000</u>	<u>120,000</u>	<u>40,000</u>	<u>80,000</u>
			<u>2,175,000</u>	<u>545,000</u>	<u>215,000</u>	<u>330,000</u>
Urban Renewal						
June 1, 1976	6.0%	Redevelopment	<u>425,000</u>	<u>365,000</u>	<u>30,000</u>	<u>335,000</u>
Schools						
October 1, 1960	3.5%	Buttonball School	260,000	30,000	10,000	20,000
October 1, 1960	3.5%	Academy Junior High	900,000	135,000	45,000	90,000
April 15, 1962	3.0%	Hopewell School	925,000	180,000	45,000	135,000
February 1, 1964	3.2%	Eastbury Addition	635,000	145,000	35,000	110,000
April 1, 1967	3.6%	Welles Junior High	2,675,000	1,190,000	135,000	1,055,000
June 1, 1972	5.0%	High School Addition	4,235,000	2,945,000	215,000	2,730,000
June 1, 1976	6.0%	Academy Elementary	<u>625,000</u>	<u>595,000</u>	<u>50,000</u>	<u>545,000</u>
			<u>10,325,000</u>	<u>5,220,000</u>	<u>535,000</u>	<u>4,685,000</u>
Sewers						
March 1, 1970	5.9%	Salmon and Hubbard Brook	800,000	160,000	80,000	80,000
March 1, 1975	5.7%	Secondary Treatment Plant	740,000	590,000	50,000	540,000
June 1, 1976	6.0%	Salmon Brook Extension	460,000	390,000	30,000	360,000
November 1, 1978	5.25/ 5.50%	South Glastonbury Sewers	2,550,000	-	-	2,550,000
Bond Anticipation Notes						
Various	Various	Apple Hill/ Hale Road Sewers	1,340,000	-	-	1,340,000
Various	Various	South Glastonbury Sewers	<u>5,650,000</u>	<u>3,372,000</u>	<u>3,372,000</u>	<u>-</u>
			<u>11,540,000</u>	<u>4,512,000</u>	<u>3,332,000</u>	<u>4,680,000</u>
Total General Long-term Debt			<u>24,465,000</u>	<u>10,642,000</u>	<u>4,312,000</u>	<u>10,220,000</u>
Sewer Sinking Fund						
June 15, 1977	Various	Salmon Brook Area	595,000	340,000	120,000	220,000
October 29, 1976	Various	Assessment Notes - Series A	<u>1,262,000</u>	<u>220,000</u>	<u>120,000</u>	<u>100,000</u>
Total Sewer Sinking Fund			<u>1,857,000</u>	<u>560,000</u>	<u>240,000</u>	<u>320,000</u>
Grand Total - All Debt			<u>\$ 26,322,000</u>	<u>\$ 11,202,000</u>	<u>\$ 4,552,000</u>	<u>\$ 10,540,000</u>

TOWN OF GLASTONBURY

STATEMENT OF DEBT LIMITATION
FOR THE YEAR ENDED JUNE 30, 1979

Total Tax Collections (Including Interest and Lien Fees) Received by Treasurer for Current Fiscal Year				\$	12,996,117.86
Reimbursement for Revenue Loss on:					
Tax Relief for the Elderly					80,206.71
Manufacturers' Inventories					54,437.54
Wholesale and Retail Business Inventories					28,497.91
Disability Exemption					1,230.24
Circuit Breaker					36,952.25
					<u>210,325.45</u>
				<u>Base</u>	<u>\$13,197,442.51</u>
	<u>General</u>	<u>Schools</u>	<u>Sewers</u>	<u>Urban Renewal</u>	
	<u>Purposes</u>				
	\$	\$	\$	\$	
<u>Debt Limitation:</u>					
2-1/4 Times Base	29,694,245.65	-	-	-	
4-1/2 Times Base	-	59,388,491.30	-	-	
3-3/4 Times Base	-	-	49,490,409.41	-	
3-1/4 Times Base	-	-	-	42,891,688.16	
<u>Total Debt Limitation</u>	<u>29,694,245.65</u>	<u>59,388,491.30</u>	<u>49,490,409.41</u>	<u>42,891,688.16</u>	
<u>Indebtedness:</u>					
Bonds Payable	330,000.00	4,685,000.00	3,530,000.00	335,000.00	
Notes Payable	-	-	1,340,000.00	-	
	330,000.00	4,685,000.00	4,870,000.00	335,000.00	
Less: Uniform Fiscal Year	100,000.00	-	-	-	
<u>Total Indebtedness</u>	<u>230,000.00</u>	<u>4,685,000.00</u>	<u>4,870,000.00</u>	<u>335,000.00</u>	
<u>Debt Limitation in Excess of Outstanding and Authorized Debt</u>	<u>\$29,464,245.65</u>	<u>\$54,703,491.30</u>	<u>\$44,620,409.41</u>	<u>\$42,556,688.16</u>	
<u>Overall Limitation:</u>			\$		
7 Times Base Indebtedness Subject to Limitation			92,382,097.57		
Debt Limitation in Excess of Outstanding and Authorized Debt			<u>10,220,000.00</u>		
			<u>\$82,162,097.57</u>		

SCHEDULE OF EVENTS - DATES TO REMEMBER

Event	Municipal Holidays
1979	Independence Day
July 1 - Beginning of fiscal year	Labor Day
July 1 - First tax payment due	Columbus Day
September 1 - Sewer connection charges due	Election Day
September 1 - Board of Tax Review, as scheduled motor vehicle only	Veterans' Day
September 30 - Last day to file veterans discharges	Thanksgiving Day
November 1 - Sewer use charges due	Christmas Day
	New Year's Day
	Lincoln's Birthday
	Washington's Birthday
	Good Friday
	Memorial Day
1980	
January 1 - Second tax payment due	
January 1 - May 15 - Elderly Homeowners exemp- tion application period	
February - Board of Tax Review, as scheduled	
April 1 - Sewer assessment bills due on South Glastonbury #5	
April 15 - December 31 - Elderly Renters exemption application period	
May 1 - Sewer assessment bills due on Installation 3 & 4	
June - Dogs licensed for coming year starting July 1 Annual Town Meeting on budget not later than June 5	
June 30 - End of fiscal year	

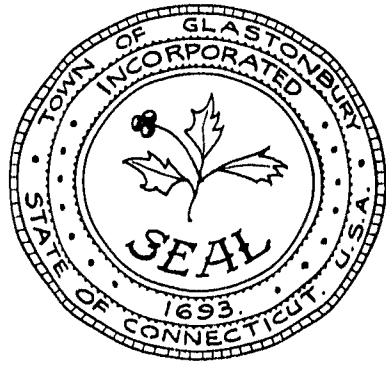
COUNCIL - COMMISSION MEETINGS

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 Monday, 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, 9:00 a.m. to 9:00 p.m.; Saturdays 9:00 a.m. to 5:00 p.m.
(Closed Saturdays during July and August)
South Glastonbury: Monday and Thursday, 1:30 p.m. to 4:00 p.m. and 7:30 p.m. to 9:00 p.m.
Wednesday, 10:00 a.m. to 12:00 p.m. and 1:30 p.m. to 4:00 p.m.
Sunday, 2:00 p.m. to 4:00 p.m.
Summer Hours: Monday - Thursday, 7:30 p.m. to 9:00 p.m.
Sunday, 2:00 p.m. to 4:00 p.m.
Children's Story Hour: Thursday, 10:00 a.m. to 10:45 a.m.
(Not during summer)
East Glastonbury: Monday, 1:00 p.m. to 4:00 p.m. and 7:00 p.m. to 9:00 p.m.
Tuesday, 9:00 a.m. to 5:00 p.m.
Thursday, 9:00 a.m. to 4:00 p.m. and 7:00 p.m. to 9:00 p.m.
Book Study Group: Tuesday morning, 9:15 a.m. to 11:00 a.m.
Evening Group: Wednesday evening, 7:00 p.m. to 8:00 p.m.
Story Hours: 3 year olds, Wednesday morning, 10:15 a.m. to 11:00 a.m.
4 year olds, Thursday morning, 10:15 a.m. to 11:00 a.m.

Town Office Building Hours: Monday through Friday, 8:30 a.m. to 4:30 p.m.
Board of Education Office Hours: Monday through Friday, 8:00 a.m. to 5:00 p.m.
Refuse Disposal Area: Monday through Saturday, 8:00 a.m. to 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 percent added to total if list not declared by November 1st.
Sewer Connection Charges: Due September 1st. Interest on delinquent installments accumulate at rate of 1% per month starting one month after due date of instalment, effective from due date.
Sewer Use Charges: Due November 1st, with thirty (30) days to pay without interest.
Town Tax Bills: If payment is not made within one (1) month from due date, the installment will become delinquent and subject to interest at the rate of one (1%) percent per month with a minimum interest charge of \$2.00 from the due date of the installment.
Voter Registration: Town Office Building, 7:00 p.m. to 9:00 p.m., fourth Thursday of month; or Town Clerk's Office, Monday through Friday, 8:30 a.m. to 4:30 p.m.
Probate Court: Monday through Friday, 12:00 p.m. to 4:00 p.m. and Monday evening 7:00 p.m. to 9:00 p.m. Other times by appointment.



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.

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	633-5231
Administrative Services Office ..	Bills & Accounts, Purchasing	633-5231
Director of Health	Public Health Matters -	
	Applications for Burning	633-5231
Dog Warden	Dog and Animal Problems	633-8301
Glastonbury Housing Authority .	Public Housing	633-3549
	Housing for Elderly	633-8924
Highway Superintendent	Street/Road Maintenance, Snow	
	Removal	633-5231
Parks Superintendent	Parks/Public Grounds/Tree Problems . .	633-5231
Police Department	Public Safety	633-8301
Probate Court	Estates, Conservatorships, Guardian-	
	ships, Trustees, Adoption, Marriage	
	Waivers, Weddings	633-3723
Recreation Director	Parks and Recreation Activities	633-5231
Recreation Answering Service . .	Scheduled Events	633-5550
Redevelopment Agency	Urban Renewal	633-5231
Registrar	Voting*	633-5231
Social Services Office	Welfare and Relief Programs	633-5231
Still Hill Boarding Home	Home for Aged Men	633-7328
Superintendent Sanitation Dept.	Sanitary Sewers, Treatment Plant,	
	Landfill	633-5231
Superintendent of Schools	Schools and Education	633-5231
Tax Collector	Taxes	633-5231
Town Clerk	Birth & Death Certificates, Property	
	Deeds, Fishing/Hunting/Dog	
	Licenses, Elections, Voting Regis-	
	tration, Majority Cards	633-5231
Public Works	Engineering and Drainage	633-5231
Town Manager	General Administration	633-5231
Community Development Office	Town Planning	633-5231
Visiting Nurse Association	Public Nursing and Clinics	633-3521
Welles-Turner Library	Library Services	633-1300
Youth Services Bureau	Family Counseling and Youth Activi-	
	ties	633-5231

*If no answer, call Town Clerk