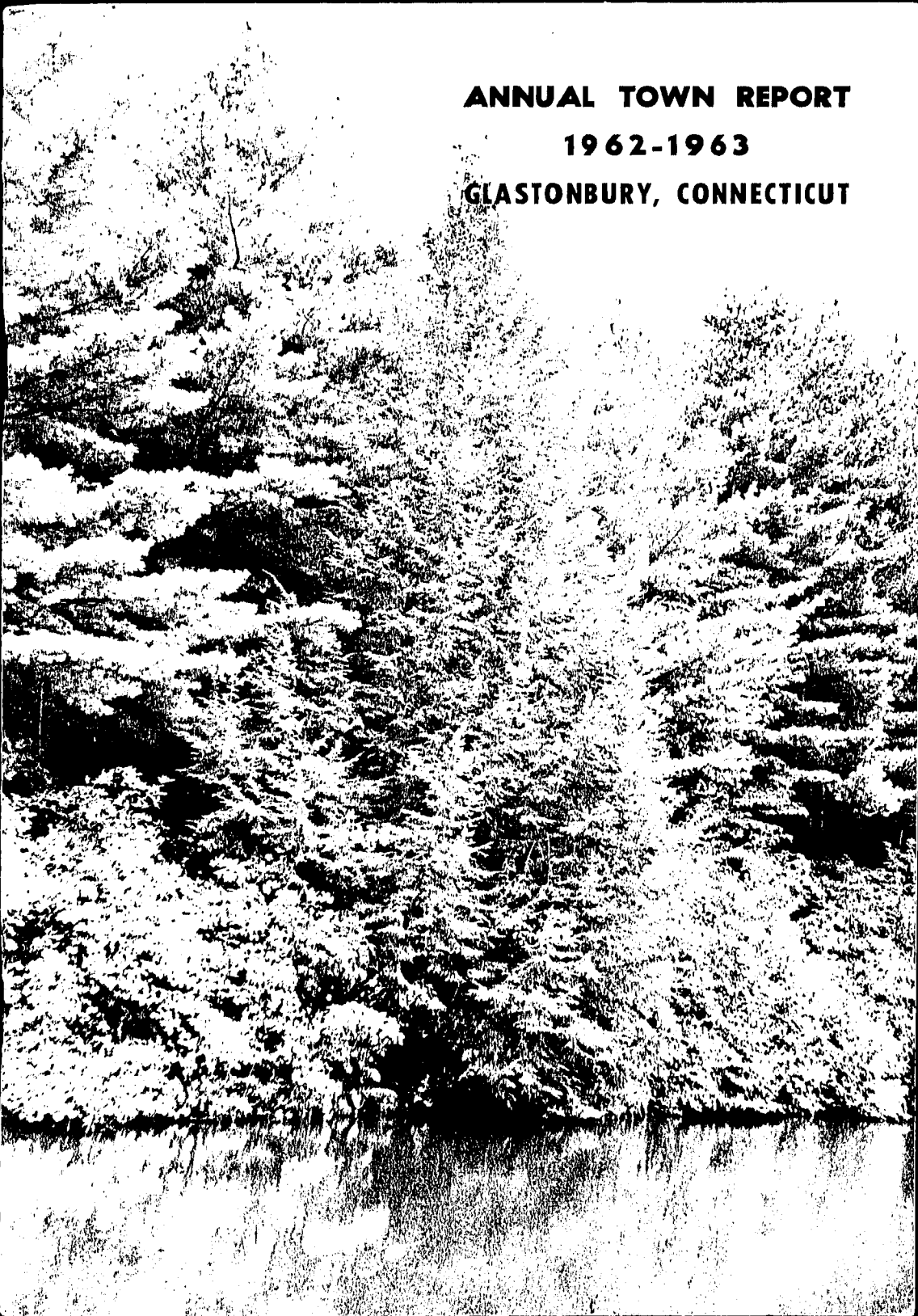


**ANNUAL TOWN REPORT**

**1962-1963**

**GLASTONBURY, CONNECTICUT**



### COVER ILLUSTRATION

A major issue in Glastonbury in 1962-63 was the question of the purchase of the J. B. Williams Reservoir for a future Town park, a school site, and general Town purposes. The issue was finally decided by the voters at the general election October 7, 1963:

For the purchase	2507	Against the purchase	2210
For authorizing funds	2425	Against authorizing funds	2202

Although differences of opinion existed on the need for the land and its cost, few persons who have walked through the property deny its attractiveness. The cover photograph taken at a location in the park indicates the combination of woods, water, and rugged topography within its borders. The photograph was provided by *The Hartford Times*.

### FACTS ON THE J. B. WILLIAMS RESERVOIR PURCHASE

Total Land Purchased—188.137 acres consisting of 119.887 acres for a park, 20.207 acres for the site of a future Junior High School, and 39.043 acres for future general Town purposes.

Total Cost—\$230,000 including \$30,000 for converting the water system to the Metropolitan District, less the following:

- (a) \$5,730 for a power company easement
- (b) \$30,000 grant from the Hartford Foundation for Public Giving
- (c) \$47,410 grant from the State of Connecticut
- (d) \$25,000 (estimated) grant from the United States

Net Cost (including the estimated Federal grant) is \$121,860.

Present Facilities—hiking, camping, nature trails, picnicking, horseback riding.

Future Facilities—ballfields, swimming pool, ski tow, skating areas, outdoor theatre, par 3 golf course, playgrounds, fishing ponds.

### ACKNOWLEDGMENTS

This report is the result of the efforts of many people, including the heads of departments and citizen agencies who provided much of the material in the report. Space does not permit acknowledgment of the contribution of each individual. It must suffice to state that without their help this report could not have been prepared.

*Cover photograph courtesy of THE HARTFORD TIMES*

*Printed by FOX PRESS, INC.*

# ANNUAL TOWN REPORT 1962 - 1963 Glastonbury, Connecticut

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## ELECTIVE TOWN OFFICIALS

### TOWN COUNCIL

\*\*Robert D. Bowden '65  
Robert E. Goodrich '65  
J. Keith Gustafson '65  
George T. LaBonne, Jr. '65  
Donald H. Potter '65  
George W. Ripley '65  
Martin L. Roser '65  
Paul Silvergleid '65  
\*Richard G. Williams '65

### BOARD OF FINANCE

Henry S. Beers '69  
Samuel Deich '69  
William B. Glatzer '65  
\*John Q. Goodrich '67  
Thomas M. Murphy '67  
George W. Trepp, Jr. '65

### BOARD OF EDUCATION

James F. Breen '65  
Alice G. Davis '67  
John M. Finney '65  
\*Eleanor R. Gelsler '67  
William L. McGaw, Jr. '69  
H. W. Reed, Jr. '69

\*Chairman

\*\*Vice-Chairman

### ZONING BOARD OF APPEALS

H. Aiden Jackson '67  
Wm. R. Johnson '67  
\*Phillip Locke '65  
James McIntosh '65  
Howard Sprenkle '65

### ALTERNATES

Justus A. Littel '67  
Wm. Mieczkowski, Jr. '67  
E. M. Moffatt '67

### FIRE COMMISSION

Gerard D. Cusson '65  
Robert J. Lewis '67  
Lyman F. Matson '69  
\*Ernest E. Novey, Jr. '65  
Bernard Sweetland '67  
Edward H. Tyrol, Jr. '69

### SELECTMEN

Robert E. Custer  
William J. Faber  
Robert G. Nystrom

### TOWN REPRESENTATIVES 1963-64

Homer G. Scoville  
Jean T. Thornton

### BOARD OF TAX REVIEW

Hugh S. Crim '67  
\*Merritt B. Pratt '67  
Merritt Techter '67

### REGISTRARS OF VOTERS

Florence Z. Henderson '64  
Elizabeth D. Wilcox '64

### JUSTICES OF THE PEACE

Mario L. Accornero '64  
Phillip J. Baribault, Jr. '64  
Francis B. Barnett, Jr. '64  
Dwight A. Blish '64  
Catherine J. Carini '64  
Sebastian Catana '64  
James W. Conners '64  
William K. Hudson '64  
Mary R. Lamphire '64  
Thomas D. Leahy '64  
Edward W. Lingner '64  
Thomas M. Murphy '64  
Butler L. Ripley '64  
Margaret Nelson Stone '64  
Robert D. Vians '64  
Carl W. Skold '64  
James H. Wehrly '64

Two long-time Town employees will be retiring in 1964. In recognition of their years of service to Glastonbury, this Town Report is dedicated to Assessor Ray Walz and Building Inspector John Harry.



RAY W. WALZ  
Assessor

assessment accounts tripling during the period.

Ray is a member of the National Association of Assessing Officers, the New England Tax Officials Association, the Connecticut Association of Assessing Officers, and the Hartford Area Assessors. For several years he has acted as Chairman of the In-Service Training Committee for the Assessors' School at the University of Connecticut. He has served for the last 15 years as an instructor in assessment methods at the School, which is sponsored by the Connecticut Association of Assessing Officers, the National Association of Assessing Officers, the Connecticut State Tax Department, and the Institute of Public Service of the University of Connecticut.



COL. JOHN HARRY  
Building Inspector

Colonel John Harry came to Glastonbury in 1954 after serving 32 years in the regular army. Nearly a third of his military service was spent overseas—in Panama, the Philippine Islands, Alaska, Hawaii, the South Pacific and Turkey. Outstanding features of his service included five years as an Assistant Professor of Military Science and Tactics on the faculty of the Mississippi State College, assignment to General MacArthur's mission to the Philippines in 1938-39 charged with preparing the Philippines for defense, and, during the war years, responsibility for developing modern harbor defense installations at San Diego.

Also during the war years Colonel Harry was detailed on a special mission to the Alaska Defense Command where it was his job to design, lay out, and prepare harbor defenses at Dutch Harbor, Kodiak, Resurrection Bay, and Sitka. He also surveyed the entire Inside Passage for artillery defense positions. In 1946 he served as Chief of Staff and later Commanding Officer of the South Pacific Base Command with headquarters in Noumea, New Caledonia. His last overseas service was with the United States Military Mission in Turkey from 1950-52.

## ADMINISTRATIVE OFFICIALS

### TOWN MANAGER

Donald C. Peach

### SUPERINTENDENT OF SCHOOLS

William M. Mahoney

### ACCOUNTANT

C. Joseph Butera

### ASSESSOR

Ray W. Walz

### BUILDING INSPECTOR

John W. Harry

### DIRECTOR OF FINANCE AND FACILITIES DEVELOPMENT OF SCHOOL SYSTEM

E. John Vincenti

### HIGHWAY SUPERINTENDENT

Angelo Malaspina

### INSURANCE AGENT OF RECORD

Alvar H. Anderson

### PARKS AND GROUNDS FOREMAN

John Bayliss Earle

### RECREATION DIRECTOR

Roger Laplante

### SANITARIAN

John C. Potkay

### SANITATION SUPERINTENDENT

Alvin L. Bean

### ENGINEER

William D. E. Colgan

### FIRE CHIEF

Edward Siwy

### FIRE MARSHAL

Howard Horton, Jr.

### TOWN CLERK

John A. Miller

### TREASURER

Charles W. Schieding

### TREE WARDEN

George H. Shipman

### WELFARE DIRECTOR

Hazel N. Hutt

### CHIEF OF POLICE

Terrence J. McKaig

### CIVIL DEFENSE DIRECTOR

Richard W. Kitson

### CONSTABLES

William P. Barbault  
Edward W. Lingner

### HEALTH OFFICER

Dr. Joseph Raffa

### ACTING HEALTH OFFICER

Dr. Charles R. Preble

### TAX COLLECTOR

Dorothy B. Finney

### TOWN ATTORNEY

Edward C. Wynne

### DOG WARDEN

Joseph Bisl

### FIRE WARDENS

Alvah A. Russell,  
District Warden  
Albert Chapman  
Norwood Frye  
Charles Busa  
Harry Evans, Jr.

town of **Glastonbury** Connecticut



TOWN COUNCIL

To our fellow citizens,

The past year has been the busiest experienced by the Council. With the Town's expected growth, it is probable that a similar statement can be made annually with equal accuracy for many years to come. The Council held twenty-three regular and special meetings and thirty-seven public hearings, many of which lasted into the following morning. The time was well spent, and provided knowledge needed by the Council to carry out its responsibility.

A few of the highlights of the past year are: a new office was purchased for the Board of Education; an addition to the Welles-Turner Library was approved; the Vocational Agricultural Center at the High School is under construction; a referendum to approve the sale of the old town office building and an addition to the Eastbury School has been voted; all Town employees have been placed under a pension plan; the retirement and salary schedules have been revised; traffic control at the center has been improved; a "hot-line" system has been provided for the police department; the Buckingham School property was given to the fire department for a fourth company; an agreement was reached with the J. B. Williams Company for purchase of its reservoir property; an Historic District was established and a commission appointed; and an agreement was reached with the State Highway Department concerning the interchange of Interstate Route 481.

During the year the Council was saddened by the death of our first chairman, Mr. Sayre B. Rose.

Unfinished work, which will be "inherited" by the Third Council, is the problem of refuse disposal, establishment of a mass transit authority, review of our fiscal structure plus many other items less spectacular but of equal importance.

In closing, it has been most heartening to the Council to have an increasing interest shown by the general public in the problems of the Town. We also want to thank all elected and appointed officials and boards who have cooperated so wholeheartedly. Without their help, many of the accomplishments listed above and many others could not have been completed.

Respectfully submitted,

The Glastonbury Town Council

*Richard Gulicemus*  
Chairman

town of **Glastonbury** Connecticut



TOWN MANAGER

To the Town Council and Citizens of Glastonbury:

This is the fourth annual report it has been my privilege to present as your Town Manager. In many respects a Town Report is similar to a report to the stockholders of a corporation. Every citizen and taxpayer has a stake and a vote in his local government, and it is important that the activities and finances of his community be reviewed annually.

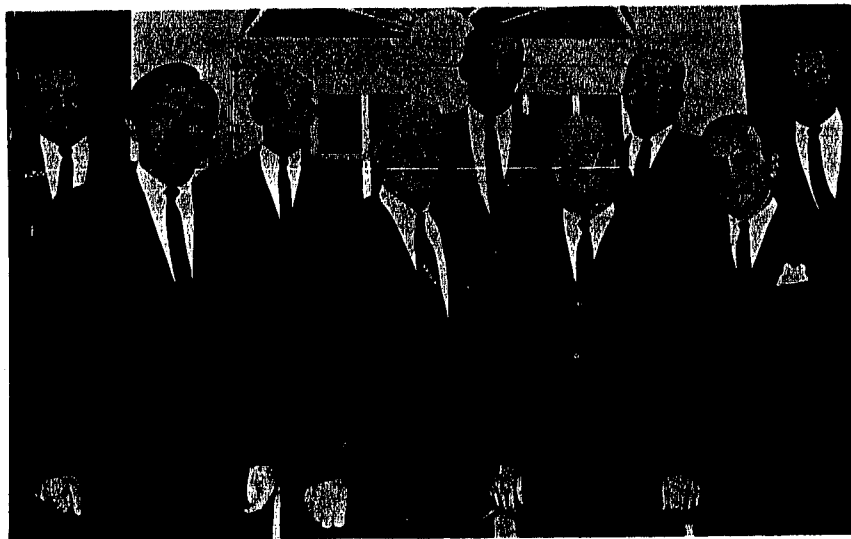
It is the purpose of a Town Report to present as factually and objectively as possible the events and issues, successes and failures of a year in the life of a community. There is no greater danger to local democracy than an uninformed and uninterested citizen. There is no greater strength in local affairs than an alert and informed citizen.

It is my hope and the hope of those who prepared this Report that it will be read with interest and retained as a reference source. Should it stimulate questions on any facet of public affairs, the doors of Town offices are always open to any citizen.

Sincerely yours,

*Donald C. Peach*

Donald C. Peach  
Town Manager



Town Council Elected October 1963 for Two-Year Terms. (l. to r.) Donald H. Potter, George T. LaBonne, Jr., Martin L. Roser, Richard G. Williams, Chairman, J. Keith Gustafson, Robert D. Bowden, Robert E. Goodrich, Paul Silvergleid, George W. Ripley. (Photo courtesy Hartford Times)

## THE COUNCIL RECORD 1962 - 63

Under the Council Manager form of government adopted in 1959, the Town Council is elected every two years. Members of the Council this past year were Robert D. Bowden, J. Keith Gustafson, George T. LaBonne, Jr., Robert Merritt, Russell Naughton, Martin L. Roser, George D. Royster, Paul Silvergleid, Richard G. Williams. The Council met 23 times in regular and special sessions and held 15 public hearings on 37 separate items.

**J. B. WILLIAMS RESERVOIR PARK**—After a number of public hearings and lengthy negotiations with the J. B. Williams Company, accepted the recommendation of the Conservation Commission and voted the proposed park purchase to a referendum to be held October 8, 1963.

**TOWN ROADS**—Accepted as Town roads two miles of developers' roads including all or portions of Shady Hill Lane, Briarwood Drive, Knollwood Drive, Shelley Lane, Barry Lane, Founders Road, Franklin Lane, Lincoln Road, Surrey Lane, Lakewood Circle, and Lancaster Road.

**PENSION PLAN**—Voted to a referendum a proposal to withdraw Town employees from the State Municipal Employees Retirement Fund and established a new pension plan with the Connecticut General Life Insurance Company for all Town Employees except teachers who have their own retirement system.

**AAA ZONE**—Approved zoning regulations governing an AAA residential zone and established boundaries of the new zone in the area of Knob Hill. The zone requires large minimum house sizes and two-acre lots.

**SIDEWALK STUDY COMMITTEE**—Appointed a Sidewalk Evaluation and Program Committee to establish sidewalk construction priorities and determine the Town's share of the cost of such projects.

**GRISWOLD SIDEWALKS**—Ordered after a public hearing the installation of sidewalks on both sides of Griswold Street to correct hazardous conditions and permit children to walk safely to the Naubuc School. Fifty percent of construction cost will be paid by the Town.

**FIRE MARSHAL**—Appointed on the recommendation of the Board of Fire Commissioners Howard Horton, Jr. as Fire Marshal and John Beckwith as Deputy Fire Marshal.

**PEDDLERS' ORDINANCE**—Approved an Ordinance Concerning Registration of Peddlers, Hawkers, Solicitors, Canvassers and Salesmen in order to protect more fully the general public.

**CENTER TRAFFIC PROBLEM**—Heard a report from and authorized the Safety Committee to proceed with relocation of crosswalks and safety islands and take other steps to alleviate traffic problems in the Center.

**RECREATION STUDY**—Authorized the Recreation Commission to apply for funds from the Hartford Foundation for Public Giving to employ a consultant to make a study of present and future recreational needs.

**I-491 INTERCHANGE**—Negotiated with and obtained approval from the State Highway Department for a full interchange between north Main Street and proposed Interstate Route 491.

**RIGHTS OF WAY ORDINANCE**—Adopted an Ordinance concerning Rules, Regulations and Specifications Regulating Work Performed Within the Public Rights of Way.

**REFUSE DISPOSAL**—Reviewed a number of proposals to solve local refuse disposal problems and obtained an option on a disposal site off Ash Swamp Road. This site after lengthy review was considered unsuitable.

**EASTBURY SCHOOL ADDITION**—Appropriated \$28,350 for preliminary plans and \$1,650 to expand the site at the Eastbury School in anticipation of the construction of an addition to the school.

**HISTORIC DISTRICT**—Adopted an Ordinance Establishing an Historic District Commission and an Historic District extending along Main Street from approximately School Street to Hubbard Street.

**VOCATIONAL AGRICULTURE WING**—Approved borrowings of \$150,000 to build a vocational agriculture wing on the Senior High School. The \$150,000 will be reimbursed by a State grant.

**PLANNED BUSINESS ZONE**—Adopted zoning regulations providing for a Planned Business and Development Zone and established this zone north of Hebron Avenue from Main Street to House Street and extending to Salmon Brook.

**SCHOOL ADMINISTRATION BUILDING**—Appropriated \$50,000 to purchase and renovate the J. B. Williams Company office building on Williams Street as school administration headquarters.

**COMMERCIAL SIDEWALKS**—Adopted an Ordinance Requiring Sidewalks to be Installed in Business and Commercial Zones before Certificates of Occupancy are Issued for new buildings.

**WELLES-TURNER LIBRARY ADDITION**—Withdrew \$9,000 from an Agency Trust Fund to defray the cost of preparation of working plans for an addition to the Welles-Turner Memorial Library.

**ZONING REGULATIONS AMENDED**—Adopted several amendments tightening and clarifying regulations governing occupancy of trailers, sale of alcoholic liquors, and location of automotive fuel service stations.

**SPECIAL ACTS**—Supported a special act in the State Legislature calling for widening of the Hebron Avenue rights-of-way within one mile of the Hebron Avenue School (this act was not passed), an act expanding the power of the Town to assess for construction and paving of new streets, and an act expanding the power of the Town relating to its sewer system.

**FIRE COMMISSION PLANS**—Heard a report of the Fire Commission in regard to its plans for expansion: possible conversion of the Buckingham School into a fire station, purchase of a tract of land for a future fire station at Bucks Corners, and acquisition of one secondary and two primary pieces of equipment.



#### WASSUC PUBLIC SIGN POST

The seven-foot shaft of Glastonbury gray granite standing on Wassuc Green has served as a public sign post for over one hundred and fifty years. To its wooden covering were attached state, county, town, parish, school and other legal notices as well as warnings of lost horses, of runaway apprentices and escaped slaves. For many generations, it was the local source of all important news and information.

The old post with its box-like wooden covering will be a focal point in the small memorial park planned by the Historical Society of Glastonbury, as a reminder that Wassuc Green was the civic center of Eastbury—for here the militia trained, Father Stocking nourished the roots of early Methodism in his outdoor audiences, auctions were held and all manner of public celebrations.

*(Photo courtesy Hartford Times)*

## GLASTONBURY PROFILE

<b>History</b>	Settled about 1650 as a part of Wethersfield and incorporated as a separate Town in 1693. Named from a town in Somersetshire, England, with which a "sister-city" relationship has been established.
<b>Population</b>	In 1963, estimated to be 16,500, an increase of 14 per cent since 1960. Population is expected to reach 23,000 by 1970.
<b>Schools</b>	Eight modern public schools, including a senior high school and a junior high school, serving 4,350 pupils. School system known for its modern language program.
<b>Government</b>	A Council-Manager form of government. One manager since its adoption in 1959. There are 67 full-time Town employees and 310 Education employees.
<b>Finances</b>	A 1963-64 operating budget of \$3,368,081 and a budget for debt service of \$529,353. Tax rate for 1962-63 was 40 mills with an additional tax of 2, 1, and 0.5 mills in three fire zones.
<b>Recreation</b>	Four Town parks including the 120-acre J. B. Williams Park purchased in 1963. Facilities include 7 playgrounds, 9 ball fields, 6 tennis courts, 4 basketball courts, a swimming pond, a community pool, and numerous picnic areas. Another pool is being planned.
<b>Churches</b>	Eight denominations are served by the following churches: Congregational (3), Catholic (2), Episcopal (2), Methodist (2), Greek Catholic, Baptist, Lutheran, and a Unitarian meeting.

## YEAR IN REVIEW . . .

- Acceptance of plans for addition to Welles-Turner Memorial Library.  
The addition, estimated to cost \$116,550, will relieve seriously overcrowded conditions. It is scheduled for completion in 1964.
- Submission of question of J. B. Williams Park purchase to voters at referendum.  
The referendum, scheduled for the date of fall elections, will authorize funds for purchase of 120 acres of open space, 29 acres for a school site, and 39 acres for general Town use.
- Establishment of a new pension plan for all general Town and school employees, except school teachers who are already covered.  
Non-instructional school employees have not previously been covered. General Town employees had been covered under a State-run plan.
- Creation of a AAA residential zone and a planned business and development zone.  
The first zone is a low density residential zone located near Knob Hill. The second is a special commercial zone north of Hebron Avenue and east of Main Street.
- Authorization to construct sidewalks on both sides of Griswold Street from Main to Prospect Street.  
This project is scheduled for completion in the fall of 1963 with the Town absorbing half the cost.
- Preparation of a study of long-range recreational needs and employment of a full-time recreation director.  
These two steps will improve the local recreation programs and permit an orderly expansion of facilities.
- Approval of purchase of J. B. Williams Office Building for the school administration, addition to the Eastbury School, and construction of a Vocational Agriculture wing at the High School.  
These educational facilities are needed to keep pace with pupil population increases and improvements to the educational system.
- Initial steps to create a third police cruiser district.  
This district will eventually give added service to the eastern sectors of the Town.
- Reconstruction of sections of Wickham Road, Hopewell Road, and Griswold Street.  
These highway reconstruction projects are parts of a long-range plan to improve local highway networks.
- Preparation by Fire Commission of proposals to construct new fire stations at the intersection of Hopewell Road and New London Turnpike and near the intersection of Manchester Road and Hebron Avenue.  
All developed parts of the Town, once these proposals are accepted and carried out, will be within two miles of a fire house.

## CITIZEN AGENCIES

There are three kinds of citizen agencies appointed by the Town Council: those that supervise specific functions of government such as planning, recreation, libraries, and public housing; those that advise the Town Council and administrative departments in certain areas of municipal activity such as welfare and insurance; and those that carry out specific studies such as sidewalk needs and road evaluations. All of the members of these committees serve without pay. Their only reward is the satisfaction of unselfish service to the community.

### BUILDING BOARD OF APPEALS

Calvin J. Carini '67  
Angelo Daglio '65  
\*Robert P. Lathrop '65  
William L. Robotti '67  
Paul L. Wethey '67

### CAPITOL REGION PLANNING AGENCY

John W. Altmeyer '64  
Robert H. Morse '65

### CONSERVATION COMMISSION

\*Elizabeth K. Brown '69  
Aloha H. Buck '69  
Dr. B. Baylis Earle '65  
Earl H. Hodge '67  
Edward A. Richardson '67

### DEVELOPMENT AND INDUSTRIAL COMMISSION

Richard W. Flaherty '65  
Edward F. McCabe '67  
James T. McCabe '65  
Arthur W. Riordan '67  
\*Delmar O. Thornton '67

### HERITAGE COMMISSION

Robert H. Arnold  
Clifton B. Austin, Jr.  
Richard W. Conant  
Alfred E. DeGemmis, Jr.  
Arline H. Dills  
\*J. Bard McNulty  
Barbara A. Merritt  
Elizabeth B. Newton  
Dr. James Walker

### HISTORIC DISTRICT COMMISSION

John M. Coughlin '67  
A. E. DeGemmis, Jr. '67  
\*Richard G. Mankey '67  
E. Marston Moffatt '65  
Alvah A. Russell '65

### ALTERNATES

George P. Adamson '65  
Dr. Chas. H. Hamlin '67  
George F. Shepard '67

### HOUSING AUTHORITY

Mervin B. Edmonston '65  
\*Arthur F. Goethner '67  
Herbert N. Johnson '64  
Herbert F. Keeney, Jr. '69  
Graham E. Tyrol '65

### INCORPORATORS OF THE FREE ACADEMY

Byron H. Griswold '67  
Robert L. Henderson '65  
Robert M. Taylor '69

### INSURANCE ADVISORY COMMITTEE

\*Alvar H. Anderson  
Phillip S. May  
Donald C. Peach  
Russell D. Reddig  
E. John Vincenti

### JURY COMMISSION

Lucy E. Gibson '67  
Nora S. Hughes '65  
Florence M. Megson '69

### PARKING AUTHORITY

Albert E. Aubin '67  
William K. Hudson '67  
\*Butler L. Ripley '65  
Leo G. Sullivan '67  
John Tubiak '65

### PERSONNEL APPEALS BOARD

Dr. William M. Liebman  
Richard C. Malloy  
Fred S. Pickford

### PLAN AND ZONING COMMISSION

Henry J. Carini '65  
Louis P. Longo '67  
Donald R. Mahoney '67  
Robert H. Morse '67  
\*Dale W. Van Winkle '65  
John A. Wargo '65

### PUBLIC BUILDINGS COMMISSION

John T. Baird '65  
John A. Carini '65  
Robert W. Huebner '67  
Thomas J. Moriarty '67  
Thomas M. Murphy  
H. W. Reed, Jr.  
\*Walter B. Spencer '67

### RECREATION COMMISSION

Robert D. Fleming '65  
Bernard W. Funk '67  
Cecilia S. Glick '65  
Robert L. Henderson '67  
Peter Monaco '67  
Harry R. Nickel '65

### REFUSE DISPOSAL STUDY COMMITTEE

\*Alvar H. Anderson  
Lee T. Levitow  
John Luchs, Jr.

### ROAD EVALUATION COMMITTEE

\*Richard S. Buck  
John F. Casella  
William D. E. Colgan  
William F. Connery  
Donald C. Peach

### SAFETY COMMISSION

Harold E. Adams, Jr. '67  
\*Edward H. Budd '65  
John A. Davis '65  
Robert W. Dusault '67  
Frank A. Garavelli '65  
Edwin O. Lomerson, Jr. '67

### SEWER COMMISSION

\*Edwin B. Burdick '65  
Donald H. Cyr '67  
G. Alden Hastings '65  
Howard R. Kirck '65  
Edward J. Lopez '67  
Charles A. Mahan '67  
Henry Saglio '67

### SIDEWALK EVALUATION COMMITTEE

Donald F. Aughter  
George Carmody  
William F. Connery  
Robert E. Custer  
Louis P. Longo  
Donald J. Maynard  
Robert W. Wolfert

### WELFARE ADVISORY COMMITTEE

David W. Bowman '69  
Maurice R. Chevalier '67  
\*Henry A. Kinne '67  
Jane C. Nystrom '65  
Nelson R. Scull '69  
Alexandrina M. Sergio '65

### WELLES-TURNER LIBRARY BOARD

Alice A. Gurney '65  
\*Fred L. Hurd, Jr. '67  
Thomas B. Rhines '69  
Margaret N. Stone '65  
Elizabeth M. Sprengle '69  
Milton A. Wilde '67

\*Asterisk denotes Chairman.

Year denotes expiration of term.

## BUILDING BOARD OF APPEALS

Purpose—hear appeals from decisions of the Building Inspector on interpretations of or variances from the Building Code.

Actions—heard one appeal concerning installation of combustible materials at a residential fireplace and suggested economical corrective action.

## CAPITOL REGION PLANNING AGENCY

Purpose—establish a regional approach to planning and coordination of regional plans and problems.

Actions—completed and published reports entitled A Capitol Region Refuse Disposal Study and Municipal Taxation and Regional Development; approved the concept of linear development for the region, such concept involving intense urban development in the Connecticut River Valley; scheduled the development of a comprehensive transportation plan; continued its activity for preserving open space; and discussed further studies on intertown zoning, local versus regional functions and services, and local phoning areas.

## CONSERVATION COMMISSION

Purpose—provide for the conservation of natural resources and open space and carry out programs in these areas.

Actions—supported the purchase of the J. B. Williams Reservoir for a Town park, presented statements at public hearings, appeared before various Town agencies, and enlisted public support for the measure; recommended that the Town not participate in aerial spraying for gypsy moth; took part in the formation of the Connecticut Association of Conservation Commissions; and made plans for the future including working out more specific ideas for use of the Williams property and methods of preserving the Meadows through conservation easements.

## HISTORIC DISTRICT COMMISSION

Purpose—develop and carry out plans and working procedures for protection and preservation of the Historic District extending along Main Street from the Southern New England Telephone property to Hubbard Street.

Actions—prepared in connection with the plan of preservation and protection of the District a bulletin listing conforming uses, developed a set of by-laws governing working procedures, and prepared for the processing of applications for alterations, renovations, and new work on properties.



One of attractive colonial residences located within boundaries of Historic District.

### DEVELOPMENT AND INDUSTRIAL COMMISSION

Purpose—attract desirable industry and business to Glastonbury to broaden the local tax base and economy.

Actions—met with several large industrial prospects and a number of smaller ones; worked with and encouraged the Town Plan and Zoning Commission to zone more areas for industrial uses; maintained contacts with the State Development Commission and other agencies concerned with industrial development; made plans for cataloguing industrial land so that it can be made available at a known price; mapped by tract and ownership all industrially zoned property; and maintained a close working relationship with the Industrial Development Foundation.

### HERITAGE COMMITTEE

Purpose—serves as an advisory agency to encourage attractiveness of design and setting in new construction particularly in the business district.

Actions—met with both public and private groups to consider plans and received requests from Town officials to consider such matters as design of street light poles and arms to be installed.

### HOUSING AUTHORITY

Purpose—assumes responsibility for the operation of Welles Village, a public housing development of 199 units.

Actions—paid \$27,216 to the Town in lieu of taxes and \$40,045.92 to the Government for interest and principal on a mortgage; ended the year with a balance due the Town of \$40,000 on an original sewer assessment of \$87,227; increased by 10% rentals to meet the sewer assessment obligation; and reported that all units are completely occupied at all times with a large waiting list.

### INSURANCE ADVISORY COMMITTEE

Purpose—review, adjust, and make recommendations in the Town insurance program.

Actions—approved a statement of policies and aims extending the authority of the Committee following joint meetings with a special Council subcommittee; and continued to review, adjust, and institute new plans of insurance in order to realize savings and, despite larger coverages due to rapid growth of the Town, keep the insurance budget relatively stable.

### JURY COMMITTEE

Purpose—select jurors to represent the Town at the sessions of the Superior Court and the Circuit Court.

Actions—met in March 1963 to select 102 jurors for the 1963 fall and winter court terms and the 1964 spring terms.

### PARKING AUTHORITY

Purpose—create, maintain, and establish off-street parking facilities.

Actions—ordered the Town parking area north of the Post Office to be remarked for maximum efficiency, and installed an area night light for safety and convenience.

### PLAN AND ZONING COMMISSION

Purpose—provide through planning for proper development of the community and through zoning for the protection of property values and the public health, welfare and safety.

Actions—met 24 times in regular session and held 13 public hearings on 32 subjects; approved 14 requests for special exceptions from the zoning regulations, including 5 gravel excavations and 4 garden apartment projects with a total of 104 units; prepared and recommended to the Town Council Planned Business and Development Zone Regulations and Residence AAA Regulations; amended the Town Plan of Development to include an Industrial Expansion Zone north of Hebron Avenue, south of Griswold Street and west of Addison Road, a commercial zone bounded by Hebron Avenue, Main Street, Salmon Brook, House, Medford and Concord Streets, and a low density residential zone in the vicinity of Knob Hill; approved requests of other agencies for proposed use of land for public purposes; the J. B. Williams Reservoir for park, school and general Town purposes, the J. B. Williams office building for school administration, and the sanitary land fill site off Ash Swamp Road for refuse disposal; and approved 18 subdivisions with a total of 177 residential lots.

### PUBLIC BUILDINGS COMMISSION

Purpose—act on behalf of the Town in negotiations for land and matters pertaining to the construction of public buildings.

Actions—completed the Hopewell Road Elementary School and Academy School Conversion projects; approved final plans on the Eastbury School addition, Vocational Agriculture wing at the High School, Welles-Turner Memorial Library addition, and language laboratories in the Senior and Junior High Schools; recommended the purchase and supervised the conversion of the former J. B. Williams office building into school administrative headquarters; negotiated for purchase of additional land at Eastbury School and a site for a future fire station at Bucks Corners; and obtained an option on a sanitary land fill site on Ash Swamp Road.



One of well-maintained units in Welles Village. This is a duplex with each unit consisting of one bedroom, kitchen, living room, bathroom and cellar.



### RECREATION COMMISSION

**Purpose**—set policies and establish programs for recreational activities in the Town.

**Actions**—arranged for a study of long-range recreational needs by the Allen Organization, such study paid for by the Hartford Foundation for Public Giving; employed in cooperation with the Town Manager the first full-time Recreation Director in Glastonbury; took preliminary steps to carry out the recommendations of the Allen Organization; made plans to expand basic programs and improve others including winter skating and skiing activities.

### REFUSE DISPOSAL STUDY COMMITTEE

**Purpose**—study and recommend suitable methods of refuse disposal.

**Actions**—studied recent developments in the field of incineration and concluded that, although incineration solves more problems than any other disposal method, it requires a much greater initial investment and cannot be operated economically with the present refuse volume; concluded that the disadvantages of the present open-face dump can be overcome most economically by a proper sanitary landfill operation; and submitted a report recommending a sanitary landfill operation until the volume of refuse warrants the investment for an incinerator.



Photo of present open-face dump which is nearing capacity.

### ROAD EVALUATION COMMITTEE

**Purpose**—evaluate road conditions, traffic flows, and other factors, and establish priorities for road reconstruction over a five-year period.

**Actions**—reviewed a proposed five-year program which includes reconstruction of a section of Griswold, Hopewell, and Wickham in 1962-63; Hebron, Prospect, and a section of Hopewell in 1963-64; and House and a final section of Hopewell in 1964-65; with sections of Tryon, Addison, Neipsic, and Naubuc to be rebuilt in subsequent years.

### SAFETY COMMITTEE

**Purpose**—study and recommend correction of problems with regard to pedestrian and vehicular traffic, parking, child safety, and general safety.

**Actions**—turned over all information on sidewalk safety problems to the Sidewalk Evaluation Committee; dealt with and made recommendations concerning a number of safety problems; recommended and implemented revised traffic patterns, crosswalks, and warning and stop signs at the Center.

### SEWER COMMISSION

**Purpose**—plan and provide for extensions to the sanitary sewer system and determine policies governing the operation and maintenance of the system.

**Actions**—heard report of local health authorities recommending, because of pollution or ground water conditions, extensions of sewers to the Woodbridge area, Main Street south of Hubbard, Hubbard Street and Drive, Williams, and the Oak-Commerce Streets area; approved a proposed addition to the Treatment Plant; and approved a resolution adopting a rule of apportionment of sewer benefit assessments against properties within the sewer district and not previously assessed.

### SIDEWALK EVALUATION COMMITTEE

**Purpose**—review and recommend general policies toward sidewalk construction; develop a list of priorities for sidewalk installation; and recommend a method of distribution of costs.

**Actions**—recommended that one-third of the cost of construction of sidewalks be absorbed by the Town and two-thirds by the property owner; and recommended that sidewalks be built on Griswold Street from Main to Prospect.

### WELFARE ADVISORY COMMITTEE

**Purpose**—review operations of Welfare Department and recommend policies for welfare administration.

**Actions**—periodically reviewed expenditures for welfare in the community; met with the Welfare Director; and studied a number of overall welfare problems.

### WELLES-TURNER LIBRARY BOARD

**Purpose**—supervise the administration and develop policies for the operation of the Welles-Turner Memorial Library.

**Actions**—decided to participate in a reciprocal borrowing program with Newington and Wethersfield; purchased selected non-fiction volumes from the Nearing Trust Fund; and cooperated with the architects in the design and planning for a library addition.



Architect's rendition of proposed library addition.



Above. Officer using new radar equipment to detect and apprehend speeders. (Photo courtesy Hartford Times.)

Below. Object of traffic law enforcement is to prevent accidents such as this. (Photo courtesy Glastonbury Citizen.)



**POLICE DEPARTMENT**

Per Capita Cost \$8.62 in 1962-63  
 \$7.78 in 1961-62  
 \$7.78 in 1960-61

**NATIONAL CRIME INDEX CONTINUES UPWARD TREND**

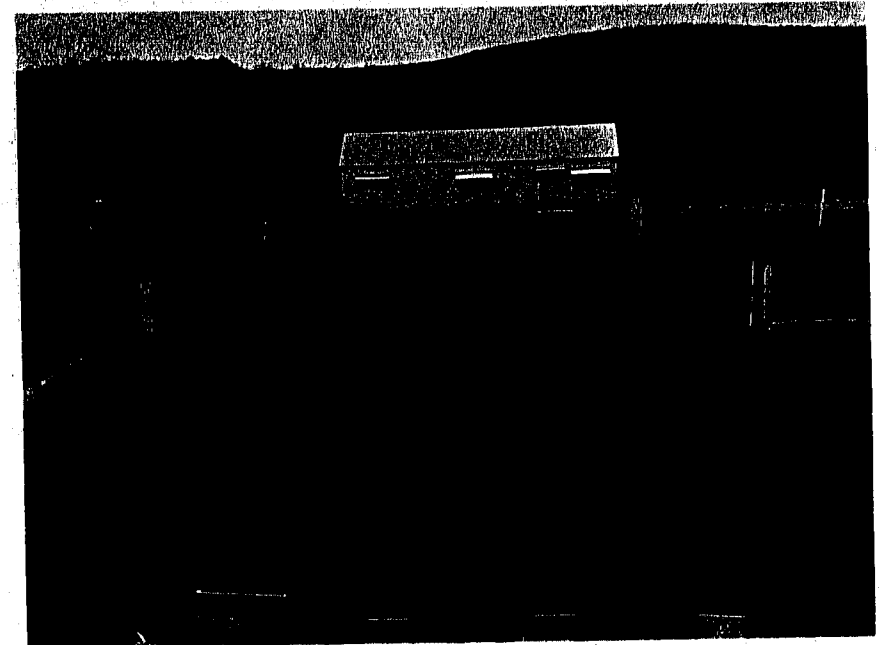
The most recent release from the FBI indicates that the National Crime Index is continuing its upward trend. With an overall increase of 10% during the first 9 months of 1963, it was noted that suburban areas reported a 13% increase and rural areas 11% increase. Glastonbury has contributed to statistics of the FBI inasmuch as we have had an increase in burglaries and larcenies. The criminal today does not confine himself necessarily to the larger cities as indicated by the above figures for suburban and rural area increases in criminal offenses.

**COMPARISON OF POLICE ACTIVITIES IN FIVE-YEAR PERIOD**

	1959	1963
Total Complaints	3,055	3,177
Motor Vehicle Arrests	266	255
Motor Vehicle Warnings	337	520
Criminal Arrests	112	143
Property Damage	140	170
Juveniles	111	123
Sick or Injured	227	272
Breaking and Entering	45	48
Domestic	43	51
Fraud	19	32
Theft and Attempts	131	135
Breach of Peace	75	95

**SUPERVISORY STAFF EXPANDS AND RECEIVES TRAINING**

With the expected population growth of Glastonbury, the Department will have to increase its personnel and mobile units accordingly. During the year a third Sergeant was promoted from within the Department following merit examinations. Supervisory officers are now being given additional training. Four members of this Department received their certificates for completion of an extension course in Municipal Police Administration and two Sergeants have been awarded certificates on completion of an intensive course in Supervision of Police Personnel at the University of Connecticut.



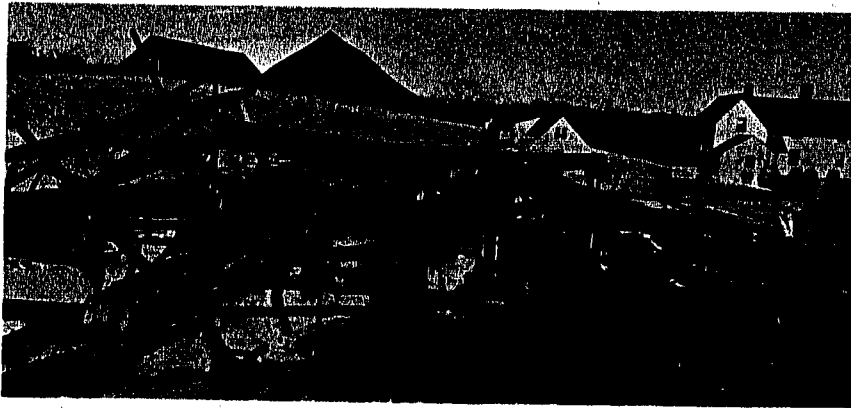
The Police Range Building was dedicated this year. This facility, which includes outdoor and indoor shooting ranges as well as meeting room, kitchen and rest rooms, was built from donations of labor and materials at no cost to the Town.

**CHIEF INSTRUMENTAL IN ARRANGING COLLEGE COURSE FOR POLICE**

Recently, our Chief of Police was instrumental in inaugurating a course in Police Science and Administration at the University of Connecticut, enabling patrolmen and officers to obtain their Associate Degree or Bachelor's Degree in Police Science and Administration. With the growth of the Town and the expansion of personnel in the Police Department, trained officers will be available to head up the respective divisions to which they may be assigned.

**AUXILIARY POLICE FIGURE IN EXPANSION PLANS**

Initial steps will be taken next year to establish a third cruiser district to provide better service to residents in the eastern parts of the community. It is expected that a greater use of Auxiliary Police will be possible once these steps are taken. Statistics show that this group has donated 688 hours to the Town without charge. The Auxiliary Police deserve a public note of thanks for their generous donation of time.



One of six major fires destroyed a residence off Addison Road. Quick and efficient action by volunteers prevented fire from spreading to other properties in the vicinity. (Photo courtesy Hartford Times.)

## BOARD OF FIRE COMMISSIONERS

Per Capita Cost \$2.81 in 1962-63  
\$2.33 in 1961-62  
\$1.89 in 1960-61

During the past year the efforts of the Fire Commissioners have been directed towards expanding and strengthening the Fire Department to meet the needs of our growing community.

**Firehouses . . .** A proposal is being considered either to convert the Buckingham School into a firehouse or to build one in the immediate vicinity. Arrangements are also being made to purchase land in the Hopewell Road School area for an additional firehouse. After the completion of these two projects all densely populated areas of the Town will be within two miles of a firehouse.

**Alarm System . . .** The purchase of 30 Plectrons (tone alerting radios), which have been placed in firemen's homes, has tremendously increased the efficiency of the Department. It is hoped that this program will be expanded until all firemen have a radio set. The Department has its own frequency and transmitter, which is operated by the police dispatcher.

**New Equipment . . .** Equipment added to the Department during the past year included: 1,000 feet of 2½" hose; a new generator for the emergency truck; and foam dispensing equipment to extinguish oil and gasoline fires. It is the intention of the Commissioners to replace the 1937 truck at Company #3 with a new pumper, vitally needed to improve coverage of outlying areas.

**Personnel . . .** The Fire Department is staffed with competent officers and devoted men who give generously of their time and receive very little in return. The Commission reports that additional firemen must be recruited to supplement the proposed Buckingham Firehouse and to man the firehouse proposed for the Hopewell Road School area.

**Training . . .** Last year officers and some of the firemen were sent to fire schools at the University of Connecticut, Willimantic Fire School, and New Haven Fire School. At the present time a 21-week course in Basic Fire Fighting Techniques for all firemen is being conducted. The instructor is provided by the State Board of Education.

## SUMMARY OF FIRE ALARMS 1962-63

Classification	Number of Alarms	Estimated Losses
Buildings and Contents	23	\$40,261.00
Motor Vehicles	28	5,623.00
Brush and Grass Fires	67	—
Factory Alarms	6	—
Home Appliances	5	—
Dump Fires	5	—
Chimney Fires	4	—
Emergency Calls	3	—
Other Alarms	3	—
False Alarms	1	—
<b>Totals</b>	<b>145</b>	<b>\$45,884.00</b>

The Glastonbury Fire Department answered a total of 145 alarms which was 25 less than that of the previous year. A decrease of 30 percent in grass and brush fires was shown—an indication of the cooperation we are receiving from Glastonbury residents as our Fire Prevention Program is stressed more heavily. There was a 45 percent increase in motor vehicle alarms. Six major fires occurring within this period caused our fire loss (\$45,884.00) to rise 200 percent over that of the previous year which had a loss of \$15,862.00.

## FIRE MARSHAL

Per Capita Cost 3¢ in 1962-63  
3¢ in 1961-62  
5¢ in 1960-61

### MANY INSPECTIONS AND INVESTIGATIONS MADE

During the year, one hundred twenty-four inspections and investigations were made. These included all major fires, two full inspections of all public schools, inspections of gasoline filling stations, fuel delivery trucks, miscellaneous business establishments, nursery schools and convalescent and boarding homes for the aged and infirm.

### SCHOOL ADMINISTRATION COOPERATES IN FIRE PREVENTION

Fire drills were held in all public schools during Fire Prevention Week. Our school properties show the excellent results of the efforts of the school administration to make these buildings safe from fire. Also, at this time open house was held at all fire stations with a display of equipment.

### OTHER ACTIVITIES OF FIRE MARSHAL NOTED

Fifteen permits were issued for the use of explosives, three to store explosives or caps, and one to transport explosives. One fatality occurred as the result of a grass fire. The grass and brush fire season is a time when residents should use extra care with their outside burning and be guided by daily forecasts of relevant information. The Marshal and Deputy Marshal attended the Annual Fire Marshal's Conference at the University of Connecticut under the supervision of the State Board of Education.

## DOG WARDEN

The major problem that faces the Dog Warden is roving dogs. Dog owners continue to ignore or be unfamiliar with State laws requiring dogs to be leashed or under the control of their owners

### SUMMARY OF DOG ACTIVITY

Impounded	122
Redeemed	67
Sold	35
Pets	7
Put to sleep	10

or otherwise prevented from roaming. The problem increases as dog ownership mounts. Last year 1,468 dogs were licensed in Glastonbury compared to 1,270 in 1959.

## CIVIL

Per Capita Cost	12¢ in 1962-63
	12¢ in 1961-62
	23¢ in 1960-61

## DEFENSE

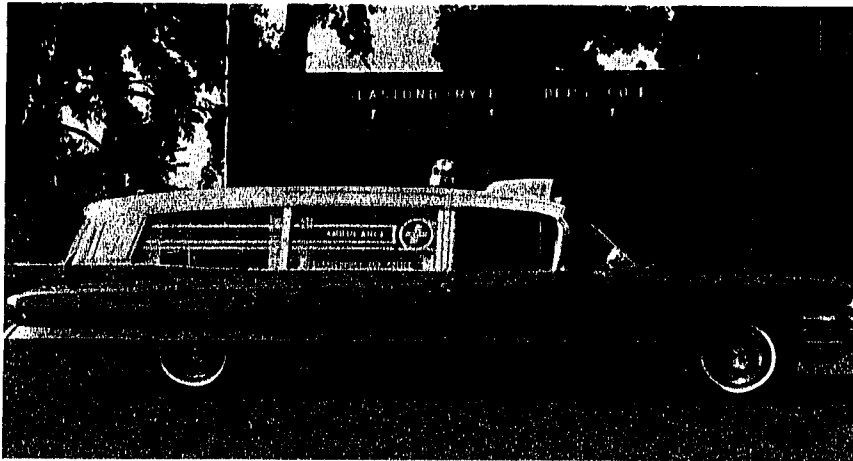
The local Civil Defense Organization continues to operate as an emergency corps of trained volunteers in case of natural disaster or war emergency. Particularly active are the auxiliary police and communications sections. Lack of a cohesive policy at the Federal level has hampered planning for a war emergency. Nevertheless, additional steps were taken to mark and provision buildings suitable for public shelter purposes.

## GLASTONBURY AUXILIARY

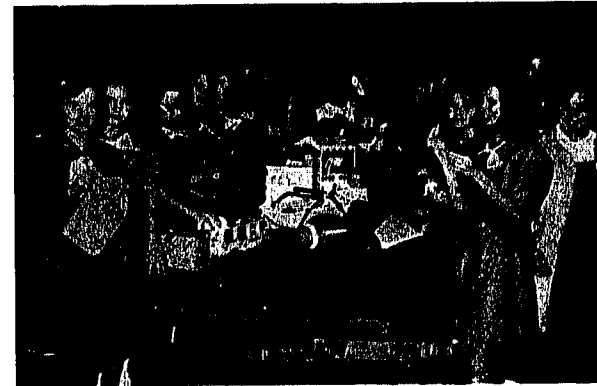
Per Capita Cost	6¢ in 1962-63
	7¢ in 1961-62
	6¢ in 1960-61

## POLICE AMBULANCE

The Glastonbury Auxiliary Police Ambulance Association rendered service to hundreds of local citizens during the year. Acting as volunteers and supported by public subscription and a small appropriation from the Town, the Association is providing a most valuable service without charge to the community. Future plans call for construction of a new building to serve as headquarters for the Association and housing for the ambulance.



Your generous support of the Glastonbury Auxiliary Police Ambulance Association is greatly appreciated. This annual support enables us to provide and maintain the most up-to-date equipment for the benefit of Glastonbury residents. We are now conducting a drive for funds to help construct a new building for the Glastonbury Auxiliary Police Ambulance. Your help is needed.



Members of Girl Scouts repair toys for distribution to children of less fortunate families at Christmas. (Photo courtesy Glastonbury Citizen.)

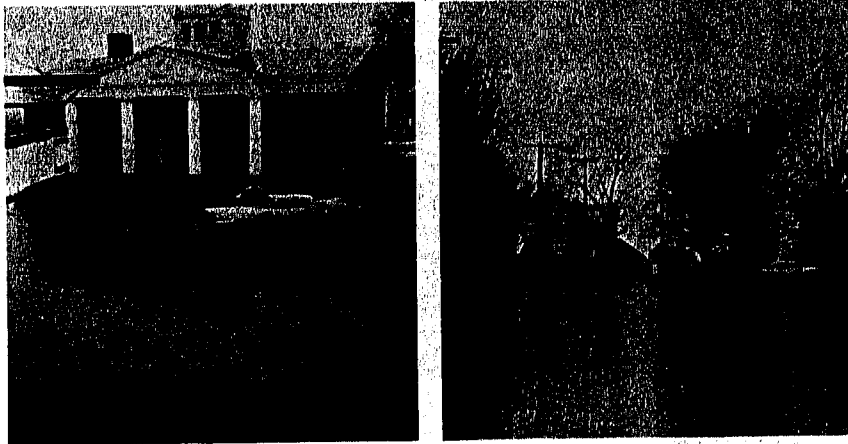
## WELFARE DEPARTMENT

It is the aim of the Welfare Department to determine and meet needs promptly, withhold assistance from ineligible applicants, give necessary supervision to all active cases, modify or terminate aid as quickly as the circumstances of the case situation warrant it, and provide opportunities for persons to use other resources of a personal or community nature to become self-sufficient and self-maintaining.

Aid is given to eligible persons or family groups who do not have sufficient resources to meet their basic and/or medical needs and who are ineligible for public assistance under a federal category. The common basic needs of daily living include food, clothing, shelter, utilities, fuel for cooking and heating, and household supplies. Medical needs include physician service, hospitalization, convalescent home care, drugs and prosthetic appliances as required. The department also has the responsibility for temporary care and custody of children whose parents are incapable of providing adequately for them and to provide proper burial for those persons without funds.

Employable persons must register with the nearest agency of the Department of Labor and are not eligible for aid if they refuse to accept a position for which they are fitted and able. The physically and mentally employable person is required to work for the Town for part or all of the aid granted while at the same time making an earnest and continuous search for permanent employment. Refusal to accept a work relief assignment means the person is denied further aid and non-support action is started in Circuit Court. The majority of persons who apply for aid are temporarily unemployed, ill or are waiting for Federal-State categorical assistance, Social Security, Unemployment Compensation, Workmen's Compensation, Veterans' Benefits or Disability Insurance. A person owning his own home and living in it may be found eligible to receive assistance provided a lien is executed and recorded in the land records of the Town.

Legally liable relatives are contacted and their ability to contribute is determined. Failure of the relative to contribute necessitates court action. Need and ability of the relative to support change frequently and require revision of the assistance plan. Reimbursement from any person who receives aid from the Town is provided for by statute and there is no time limit placed against the filing of a claim. Liens may be foreclosed at any time up to a maximum of fifteen years from the date the lien is recorded. The lien may be renewed for an additional period of time.



Drainage problems. The photo on the left shows a major flooding condition at the intersection of Main Street and Hebron Avenue slated for correction in 1963-64. The photo on the right shows a flooding condition on Griswold Street corrected last year by installing new pipe under the road. (Photos courtesy of Glastonbury Citizen.)

## DEPARTMENT OF HIGHWAYS

Per Capita Cost \$10.89 in 1962-63  
9.94 in 1961-62  
9.39 in 1960-61

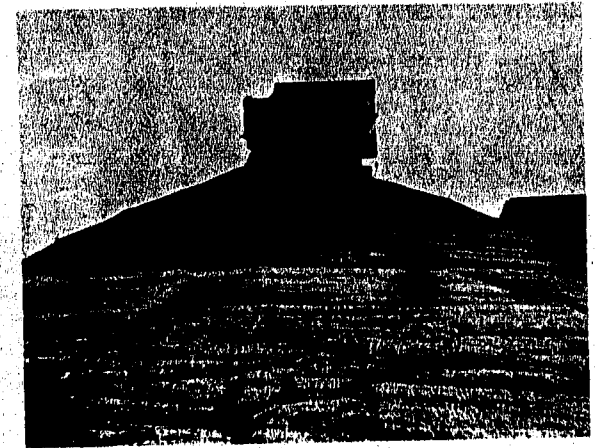
The same problems exist for the Department as in past years. As the Town becomes more and more urbanized, the demands for road reconstruction, correction of drainage problems, and higher levels of service continue to multiply. It is a dilemma of government that responding to a demand for one service creates demands for others. For example, drivers demand constant sanding of roads whenever snow begins to fall or ice to form. In the spring and summer the Department must work overtime to remove the winter's accumulation of sand. Furthermore, the winter sand clogs catchbasins and storm drains requiring many man hours to clean and remove.

The ultimate objective of the Department is a network of Town roads with adequate widths, permanent pavements, bituminous curbs, free of drainage problems, and with a minimum of traffic and pedestrian hazards. With the adoption of new road specifications for subdivisions, all new roads accepted by the Town as public highways meet these standards, are relatively maintenance free, and are not a current or future liability to the community. To bring existing Town roads up to these standards requires an extensive outlay of funds and a careful programming of men and equipment based on a system of priorities.

### HIGHWAY DEPARTMENT STATISTICS

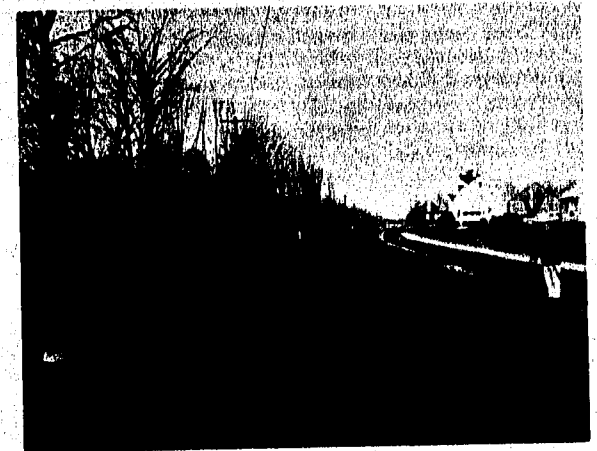
Number of maintenance employees	13
Miles of road to be maintained	112
Number of highway trucks	11
Other major pieces of equipment	8
Number of mechanics	4
Total major pieces of equipment maintained	54
(4 police cars, 20 school buses, 22 general Town vehicles, 8 miscellaneous)	

Right: Mixing sand-salt pile for winter.



Left: Highway crew installing new bituminous curb.

Right: Section of Wickham Road rebuilt by Highway Department.



**HIGHWAY DEPARTMENT ACTIVITIES**

	1961-62	1962-63
• Hours clocked sweeping roads	820	942
• Lineal feet curb installed	22,760	16,344
• Miles of road surface treated	18.3	27.5
• Cubic yards of salt-sand mixture on roads	5,600	7,000
• Number of storms when roads plowed or sanded	19	26
• Tons of patch material mixed and placed	500	465

*Drainage Work.* Installed two culverts in Matson Hill area, 230 feet of pipe on Great Swamp, and corrected numerous other minor drainage problems.

*Reconstruction.* Rebuilt, including drainage, 1500 feet of Wickham Road and 400 feet of Lenti Terrace.

*Resurfacing.* Repaved with bituminous concrete portions of Hopewell Road near South Glastonbury and Cortland Lane.

*Sidewalk installation.* Assisted the Engineering Department in inspecting and supervising sidewalk construction on Griswold Street.

*Shoulder work.* Pulled and graded shoulders on portions of Keeney Street and Ash Swamp Road and on streets in the Matson Hill area.

*Miscellaneous.* Mowed roadside grass and weeds; cleaned catchbasins and culverts; installed cable fence; graded unimproved roads.

*Other Departments.* Performed a variety of jobs for the Park Department, Recreation Commission, Sanitation Department, Education Department, Welfare Department, and Registrars of Voters.

**PLANS FOR NEXT YEAR**

Tentative plans for next year call for two additional sections of Hopewell Road to be rebuilt, one by contract and one by Town forces, and reconstruction by contract of sections of Prospect Street and Hebron Avenue. Further drainage work is scheduled for Great Swamp Road, Main Street, New London Turnpike, Bailey, Tryon and Keeney Streets. Resurfacing projects, depending on the availability of funds, will be expanded.

**HELPFUL HINTS**

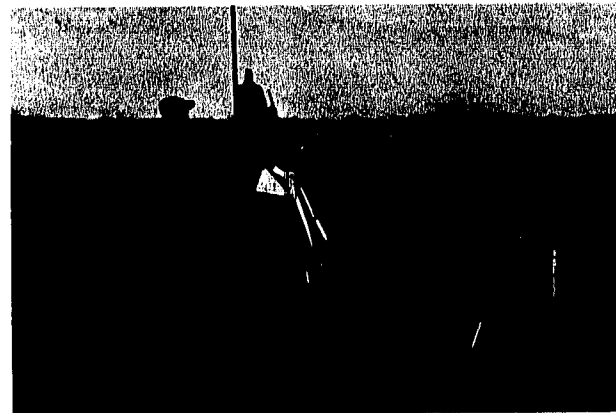
The highways of a community are used by everyone. Very often apparent conflicts occur between the private and public interests. The suggestions below may be helpful to drivers and homeowners.

1. Drive carefully and slowly during snow and ice storms. The Department cannot possibly sand and salt 112 miles of road simultaneously.
2. Check with the Town Engineer before planting shrubs or trees in front of your property. If within the street line, they may all have to be removed or destroyed if the road is widened, drainage installed, or sidewalks built.
3. Do not hesitate to call the Highway Department if you notice potholes, broken culverts, plugged catchbasins, fallen tree limbs, and similar problems. Justified complaints of this kind often prevent serious accident or injury.

**TREE  
WARDEN**

Per Capita Cost	45¢ in 1962-63
	41¢ in 1961-62
	40¢ in 1960-61

A considerable number of elms is being lost each year because of Dutch elm disease despite an extensive spraying program. The Tree Warden in cooperation with the Department started a tree replacement program in 1960-61. A number of sizeable young trees was planted along Main Street in the last year. By the end of next year it is expected that replanting along Main Street will be completed and greater attention given to secondary streets.



One of duties of Department is supervision of installation of sewer laterals to assure adequate grades and trouble-free service to property owners.

**TOWN  
ENGINEER**

Per Capita Cost	89¢ in 1962-63
	94¢ in 1961-62
	69¢ in 1960-61

**DESIGN AND SUPERVISION OF MAJOR PROJECTS PERFORMED**

The major projects designed or supervised by the Engineer and his two-man staff were the reconstruction of 1500 feet of Wickham Road, the reconstruction of a section of Griswold Street from the Expressway to Prospect Street, and the installation of concrete sidewalks on both sides of Griswold Street from Main Street to Prospect Street. The Wickham Road project, paid for in part by a developer, improved sight lines and safety and corrected serious drainage problems. The Griswold Street reconstruction is a part of a five-year program of road improvements. The sidewalk construction on Griswold Street permits additional children to walk to the Naubuc School and eliminated extensive safety hazards to pedestrians.

**TOWN ENGINEER ACTIVE IN NEGOTIATIONS WITH  
STATE HIGHWAY DEPARTMENT**

One of the major events of the year was an agreement with the State whereby the State will build an interchange between North Main Street and proposed Interstate 491, the eventual direct route between New York and Boston. The interchange will include two frontage roads between Main Street and Naubuc Avenue which will open up extensive areas for commercial development. Another area of State-Town cooperation was the reconstruction and extension of Sycamore Street through to New London Turnpike. Built at State expense, this improvement provides a needed connection from Hebron Avenue to the New London Turnpike interchange with the Glastonbury Expressway.

**OTHER ACTIVITIES OF DEPARTMENT ARE NOTED**

Subdivision activity has increased substantially with 18 subdivisions being reviewed by the Engineering Department. This review consists of evaluation of plans for streets, curbs, sidewalks, and other public improvements. Subdivisions in process of construction are inspected for conformance to plans. Another major task of the Department was the supervision of installation of 200 additional sanitary sewer laterals. Finally, the Department was called upon to perform a great amount of drafting, mapping, and survey work for the Town Manager, Town Plan and Zoning Commission, Development and Industrial Commission, and other agencies.



Left. The Department has assumed responsibility for a tree planting program along Town roads. It maintains its own nursery.

## PARKS AND PUBLIC GROUNDS DEPARTMENT

Per Capita Cost \$1.42 in 1962-63  
94¢ in 1961-62  
50¢ in 1960-61

### PARKS DEPARTMENT COMPLETES THIRD YEAR

The Parks and Public Grounds Department completed its third year of operation this fall. It maintains all school grounds, recreation areas, parks, ballfields, and grounds around public buildings, including the removal of snow from sidewalks, driveways, and other areas inaccessible to large truck plows. Added to the responsibility of this department during the year were the grounds around the new Hopewell Road Elementary School and the School Administration Building on Williams Street.

### DEPARTMENT MECHANIZES OPERATIONS TO SAVE LABOR

Since much of the work of the Parks and Public Grounds Department is seasonal, emphasis has been placed on mechanizing as many operations as possible to reduce man hours. Last year a second large gang mower with a cutting capacity of sixteen feet was purchased in order to cut into mowing time and relieve the burden on a smaller and older machine. Also acquired was a multipurpose vacuum to pick up trash and leaves, reducing leaf pickup time by 25%. Reversed, this machine broadcasts pulverized sludge from the Treatment Plant onto public grounds.

### PLANS FOR NEXT YEAR INCLUDE HELP TO CIVIC GROUPS

During the year, the Department helped several local clubs in beautifying the Grange Pool area and maintaining plantings in the Center, and the Boy Scouts in merit badge programs by giving classes and practical work experience. This cooperation will be continued next year. Other plans of the Department call for an expanded tree planting program along Town roads, assistance to the new Recreation Director in expanding and improving facilities such as skating areas and ball diamonds, and initial steps towards utilizing the J. B. Williams Park and other open space for public use.

## BUILDING INSPECTION

Per Capita Cost \$1.06 in 1962-63  
91¢ in 1961-62  
81¢ in 1960-61

### COLLECTION OF FEES MEETS EXPENSES

During the year the Department collected in fees and permits \$20,509.51 allocated as follows: Building Department \$17,735.40; Town Plan and Zoning Commission \$1,208.55; Zoning Board of Appeals \$1,188.16; and Engineering Department \$397.40. These receipts defrayed all expenses of operation. The bulk of receipts came from building permits, trade licenses and permits, and applications.

### VALUES OF HOME PERMITS INCREASE

Inspections continued to increase with the growth of the Town. The number of permits for new dwellings has shown a steady increase since 1957. That year there were 116 permits, and last year there were 190. In the last ten years the average estimated value of new home permits has increased from \$11,933 to \$14,829.

### ANTI-LITTER ORDINANCE AND TRAILER REGULATIONS LITIGATED

An application by Mr. Adriel Bidwell for a re-hearing of a case involving alleged violations was granted by the Superior Court. This decision was appealed to the Supreme Court for arguments in the Spring. In the enforcement of the anti-litter ordinance, court action was taken against three property owners. Two of these cases were eventually nolle and one is yet to be heard.

### BUILDING INSPECTOR ACTIVE IN PROFESSIONAL ORGANIZATIONS

During the year the Building Inspector was the Secretary of the Connecticut Building Officials Association. He also attended the Planning Officials Class which was conducted by the University of Connecticut at the Wethersfield Town Hall last Fall and Winter and was granted a Certificate. He was one of two officials that attended all the sessions of the class. In February he attended the School for Building Officials which was conducted by the Eastern States Building Officials Federation and in May attended the National Conference of the Building Officials Conference of America which was held at Memphis, Tennessee. He also served on the Housing Committee of BOCA in the endeavor to draft a model housing code which could be recommended to municipalities for their adoption.

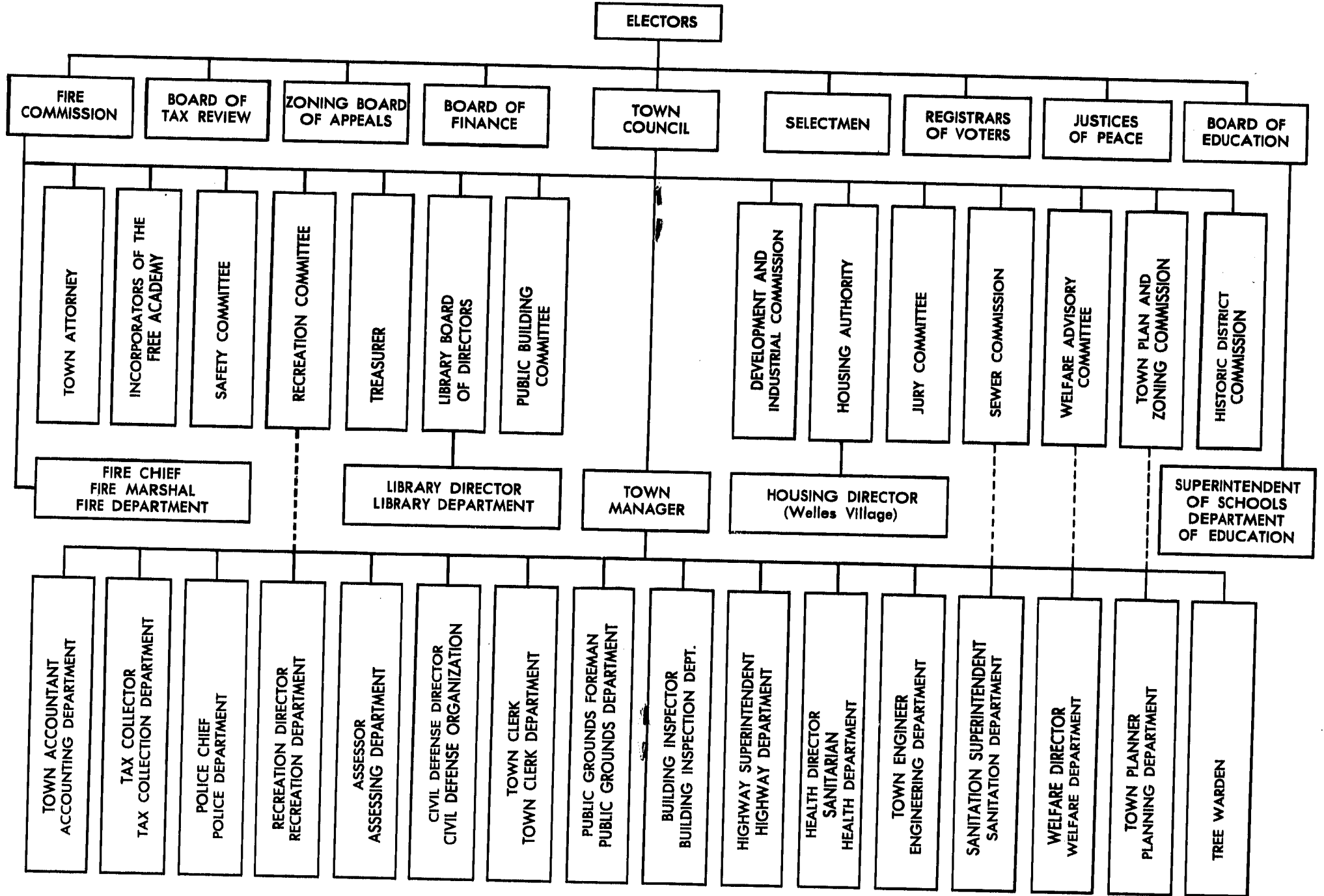
## ZONING BOARD OF APPEALS

Per Capita Cost 5¢ in 1962-63  
5¢ in 1961-62  
4¢ in 1960-61

The Zoning Board of Appeals is composed of five regular and three alternate members. A maximum of two of the members and all of the alternates are elected biennially. The Board considers applications for variances from the zoning regulations or for certain special exceptions as they are defined by the regulations. During the past year the Zoning Board of Appeals held 9 public hearings at which a total of 69 applications were heard. Of these, 53 applications were granted and 16 were denied.

The Board makes an effort to ascertain all the facts concerning each application before making a decision. Its attitude toward the applicant is sympathetic, and all decisions are made in what appears to be the best interest of the Town. However, it should be recognized that the Board does not make the zoning regulations, nor can it waive any portion of them. The Board must judge that a hardship exists in granting a variance, and this judgment must be made within the framework of the extensive legal precedents which have been established in court cases.

# CHART OF COUNCIL MANAGER GOVERNMENT IN GLASTONBURY





## RECREATION DEPARTMENT

Per Capita Cost \$1.33 in 1962-63  
1.35 in 1961-62  
1.04 in 1960-61

### TWO SIGNIFICANT CHANGES OCCUR IN RECREATION

The past year has seen two of the most significant advances in recreation planning and personnel in the history of the Town. Late last fall, the Commission requested that application be made for a grant from the Hartford Foundation for Public Giving to finance a professional survey of Glastonbury's recreation facilities and program and to present a plan for long-range improvement. The Commission felt that an orderly plan for growth should be made at this time to avoid costly mistakes and oversights as the Town grows. With Town Council permission, the Commission made the request and the Town was granted \$5,300 to finance the study. The Allen Organization, Park and Recreation Planners from Bennington, Vermont, was hired and the study was made.

### ALLEN ORGANIZATION PRESENTS LONG-RANGE PROGRAM

In late August the Allen Organization presented its Park and Recreation Improvement Plan to interested Town officials and citizens. The plan is basically a program of acquisition and development of land and facilities spread over the next twenty years. The central theme of the plan calls for a system of neighborhood parks, principally at school sites, with one large, central park for family use.

### DECISION MADE TO HIRE FULL-TIME RECREATION DIRECTOR

The second event of major importance was the decision to hire a full-time Recreation Director after the resignation of our part-time director in June of this year. Both the Board of Finance and Town Council agreed to the proposal, and next year we will have the benefit of a full-time Director. This we feel will make a good program significantly better.

### BASIC PROGRAMS ARE CONTINUED DURING YEAR

The program itself was a continuation of that of the previous year, and encompassed youth basketball, skating for all ages, Little League Baseball, "Team to Swim," and competitive team swimming at the Grange Pool. An outstanding event was the providing of three live "Children's Theatre" programs. These were professional groups from New York with plays directed at the six to twelve age group. With the cooperation of the Board of Education school facilities were made available to the townspeople for any organized recreational activity requested.

### SUPPORT OF NON-PUBLIC ORGANIZATIONS ACKNOWLEDGED

As in past years, your Commission has had to depend on civic, business and service organizations to provide money, personnel and leadership. Without this support our program would be greatly curtailed. Particular thanks again has to go to the Lions Club for its very substantial sponsorship of the "Little League" program. We expect the new Director will be able to increase greatly the voluntary services of individuals and organizations to make our program more effective and broader in the coming years.

### COMMISSION AND DIRECTOR LIST FUTURE PLANS

The acquisition of a parcel of land off House Street for a swimming pool (one of the recommendations of the Allen Report) is expected to be made shortly. Other plans call for initial development of the J. B. Williams Park in cooperation with the Conservation Commission. The winter skating program is to be emphasized, including the construction of a warming hut behind the Academy School. Basic recreational programs will be expanded to encourage greater participation by age groups and individuals.



(Photos courtesy Glastonbury Citizen.)

## TOWN CLERK

Per Capita Cost \$1.05 in 1962-63  
96¢ in 1961-62  
93¢ in 1960-61

The Town Clerk is responsible for all recordings in the Town land records. He answers inquiries concerning these records by attorneys, title searchers and individuals. Volume of individual documents is increasing every year and this is reflected in increased receipts paid to the Town Treasurer. He is also Registrar of Vital Statistics, recording all births, marriages and deaths of residents. As an agent for the State, he issues licenses for dogs, fish and game, liquor and boats.

### VITAL STATISTICS

	1962	1961	1960
Births	335	292	304
Marriages	128	128	128
Deaths	136	147	140

## ELECTIONS

Per Capita Cost 34¢ in 1962-63  
33¢ in 1961-62  
44¢ in 1960-61

The Board of Admissions, consisting of the Selectmen and Town Clerk, admitted 629 new voters this year, as compared with 708 the preceding year. There are now 8,040 voters, records of which the Registrars keep up to date. During the year, the Registrars supervised the State election and one referendum. The steady increase in the number of voters has not only substantially increased the work load of the Registrars but has also begun to tax present facilities for voting at the High School.

### REFERENDUM — March 29, 1963

For approving resolution withdrawing all employees and all departments of the Town presently participating from participation in Connecticut Municipal Retirement Fund "A"

Yes	No
197	4

## TOWN ATTORNEY

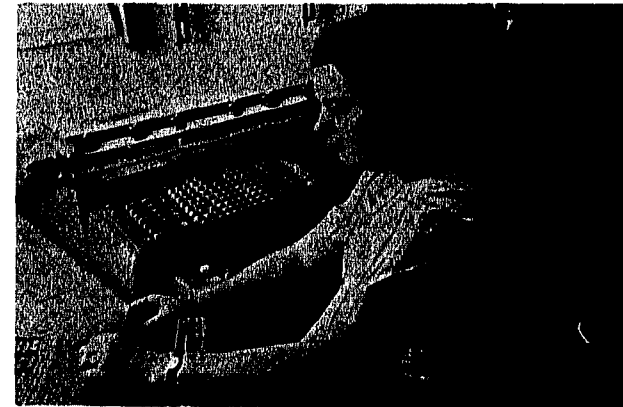
Per Capita Cost 33¢ in 1962-63  
26¢ in 1961-62  
33¢ in 1960-61

### MUNICIPALITY WORKS WITHIN FRAMEWORK OF LAW

The Town of Glastonbury operates under its own Charter, the General Statutes, and a body of local ordinances and regulations. The Town Attorney is available to all agencies, departments, and commissions for interpretations of these laws. Other routine duties of the Attorney include preparation of ordinances and resolutions, legal notices, contracts, options and agreements. A particularly close working relationship is maintained between the Attorney and the Town Council and Town Plan and Zoning Commission, two of the agencies responsible for the development of local ordinances and regulations.

### ATTORNEY REPRESENTS INTERESTS OF TOWN IN COURT

During the year the case of Adriel Bidwell vs. the Town was re-heard in Superior Court, and a motion for re-trial was granted. The Town will appeal this decision to the Supreme Court of Errors. The case involves alleged violations of zoning regulations concerning trailers. Other cases slated for court action next year include appeals of sewer assessments, appeals from Town Plan and Zoning Commission and Zoning Board of Appeals actions, and proceedings involving one and possibly two condemnations for drainage easements.



New machine room for accounting and addressograph machines was built by Town employees. Soundproofing has eliminated troublesome machine noise.

## FINANCIAL ADMINISTRATION

Per Capita Cost \$2.97 in 1962-63  
2.68 in 1961-62  
2.40 in 1960-61

### MANY MILLIONS OF DOLLARS HANDLED BY ACCOUNTANT

Checks prepared and drawn against the various funds totaled \$6,273,856. Of this total \$1,362,994 were prepared by the School Accountant and \$4,910,862 were prepared by the Town's Account Clerk. In all 15,674 checks were issued, 6,486 payroll and 2,635 accounts payable checks by the School Accountant and 3,678 payroll and 2,875 accounts payable checks by the Account Clerk. The Town Accountant reconciles all checks with bank statements and maintains all cash funds. In cooperation with the Town Treasurer he was able to earn \$20,858 in interest through investment of idle funds in various accounts.

### TAX COLLECTOR AND ASSESSOR OUTLINE PLANS FOR NEXT YEAR

There are a number of delinquent tax accounts on properties with no known owners. With the advice of the Town Attorney, the Tax Collector intends to institute foreclosure procedures or tax sales in order to collect these old accounts. The Assessor reports successful negotiations for data processing of automobile tax and assessment lists. This process is expected to reduce clerical time in the preparation of the Grand List and tax bills.

## BOARD OF TAX REVIEW

Per Capita Cost 1¢ in 1962-63  
1¢ in 1961-62  
1¢ in 1960-61

There were five advertised sessions of this Board held during February 1963 to act on matters associated with the valuation of real and personal property for tax purposes. A total of 127 actions were taken as follows:

78 Lists reduced	\$133,046	
5 Exemptions granted	3,450	
Total reduction		\$136,496
28 New lists added	\$ 42,561	
16 Lists increased	74,717	
Total Increase in Grand List		117,278
Net Change in Grand List		\$ 19,218 reduction

Included in these actions was the consideration of 47 formal appeals for relief from the values assessed. Reductions were granted in 25 instances and denied in 22.



## WELLES-TURNER MEMORIAL LIBRARY

Per Capita Cost \$3.76 in 1962-63  
3.56 in 1961-62  
3.32 in 1960-61

### LIBRARY IN INTER-TOWN BOOK LENDING PROGRAM

One of the principal highlights of the past year was the decision of the Board of Directors to participate in a program with our neighbors across the river, Newington and Wethersfield, which provides reciprocal borrowing privileges for library patrons. This program which became effective in January 1963 will be continued on a trial basis for one year. Thus far the arrangement has been working quite smoothly and appears to be mutually advantageous.

### NEARING TRUST FUND USED FOR BOOK PURCHASES

Income from the Nearing Trust Fund became available during the year and was put to effective use for the purchase of selected non-fiction volumes serving a wide range of interest. All volumes purchased through this Fund bear bookplates identifying them as a part of the "Cornelia H. Nearing Memorial Collection."

### CHILDREN'S DEPARTMENT ACTIVE DURING YEAR

The Children's Department was extremely active during the year. In addition to the loan of 13,289 books and 50 pictures to various schools in the Town system, the Children's Librarian presented book talks to twenty-four classes. Also, the library played host to eleven school classes during the same period. The Story Hour for the very young set proved to be as popular as ever and often overflowed the capacity of the present Story Hour Room. The Vacation Reading Club was greeted with great enthusiasm by more than 200 young people as each sought to be among the leaders in this year's "Steeplechase."

### LONGER CHARGE-OUT PERIOD REDUCES STAFF LOAD

In order to reduce staff time required to handle book renewals in the Children's Department, the charge-out period was increased from two weeks, with two renewals permitted, to a straight four-week period. This has enabled staff members to devote more time to assisting children and teachers in their search for books and information. This arrangement has been quite successful and consideration is being given to adopting a similar procedure in the Adult Department in the near future.

### INCREASE NOTED IN BORROWERS AND CIRCULATION

The Adult Department welcomed 672 new borrowers while the Children's Department added 514. This represents an increase over the previous twelve-month period, following a trend which has been evident for the past several years. Circulation of books, records and magazines in the Adult Department reached 87,248, representing an increase for the year of 4,582. Circulation in the Children's Department was 82,683, or 4,404 less than the preceding year. The decrease is, of course, a reflection of the change in the book renewal policy in that department as described above.

### EXPANSION PROGRAM WILL RELIEVE OVERCROWDING

With the advent of the building expansion program which, hopefully, will be completed by mid-1964, the library staff and patrons are eagerly looking forward to relief from the crowded conditions that have prevailed for the past several years. The Library Directors are confident that, in addition to the functional benefits to be derived from an increased floor area, the general appearance of the new addition will serve to enhance and complement the esthetic charm of the present building.

## SOUTH GLASTONBURY PUBLIC LIBRARY

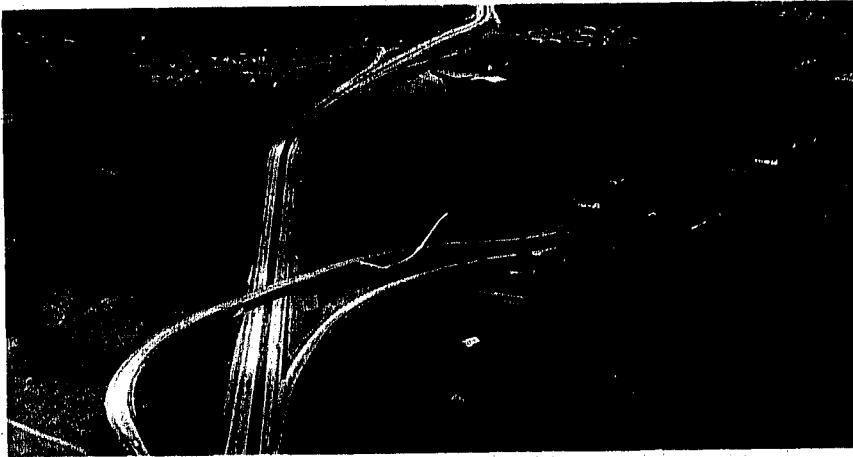
Per Capita Cost 6¢ in 1962-63  
6¢ in 1961-62  
7¢ in 1960-61

The Library is staffed by 41 volunteer workers. Students at High Street School visit the library twice a week. Book selection supplements the school children as well as the adults in the area. Annual Circulation is approximately 12,000 volumes. During the summer of 1963 a general discarding of books was carried out. The library has an annual art show of works by local artists. The board of directors is considering the innovation of a record collection for borrowing. The Kinne Memorial Shelf for volumes concerning antiques and historical information is becoming widely known throughout the area.

## EAST GLASTONBURY PUBLIC LIBRARY

Per Capita Cost 4¢ in 1962-63  
4¢ in 1961-62  
3¢ in 1960-61

The East Glastonbury Library marked its third year of operation in 1962-63. Staffed by volunteers, it provides a very much appreciated service to the East Glastonbury section of Town. A very satisfactory arrangement has been worked out with not only the Welles-Turner Library but other libraries for the exchange and loan of books. Plans call for a gradual expansion and improvement of facilities in the next year.



New state non-access expressways under construction will have profound effect on community development. (Photo courtesy Hartford Times.)

## SPECIAL REPORT PLANNING AND ZONING

In a rapidly growing community the functions of planning and zoning assume special importance. It is conservatively estimated that the population of Glastonbury will reach 25,500 in 1972 and that it will have doubled the present population of 16,500 by 1980. This explosive growth must be absorbed so that the attractive characteristics of the Town can be preserved, a reasonably diversified tax base can be encouraged, and public services can continue to be provided in an orderly and efficient manner.

The responsibility for planning and zoning rests with the Town Plan and Zoning Commission with final decision in zoning matters being reserved to the Town Council. The basic methods by which this responsibility is carried out is through:

1. regulations governing the use of land, whether it be for industry, commerce, high or low density residential areas;
2. the control of development of land by subdivision regulations and approval of planned business zone proposals;
3. requirements for approval of exceptions from the zoning regulations for special proposals such as garden apartments; and
4. approval of proposals for use and location of land and buildings for public purposes.

One of the ways in which the planning function is carried out is through the Town Plan of Development. In the past few years the increase in activities of the Plan and Zoning Commission has not permitted thorough revision of the Town Plan to take into account the effects of the new state highway networks, the need for additional industrially zoned land, the advisability of locating and obtaining future school sites before land costs skyrocket, and the preparation of local road plans to serve the numerous new subdivisions.

The Commission and Town Manager joined in recommending for 1963-64 the employment of a Town Planner. Not only will he be available for preparing revisions in the Town Plan but he will provide executive assistance to the Commission, perform specific planning studies as the need arises, carry out planning decisions by review of developers' plans, provide information and advice to residential and commercial developers, and assist in the local industrial development program. The recommendation for creating the position of Town Planner is but one of many decisions that will dictate the future life, economy and characteristics of the Town.



VNA staff members set out on their rounds.

## VISITING NURSE ASSOCIATION

Per Capita Cost	
	89¢ in 1962-63
	86¢ in 1961-62
	83¢ in 1960-61

### VISITING NURSES PROVIDE NEEDED SERVICE TO COMMUNITY

The Visiting Nurse Association provides needed nursing and health guidance to residents of the community. Fees are nominal in most cases, and in situations of financial hardship are not charged. During the year the staff of three full-time and one part-time nurses made nearly 6,000 visits to private homes and institutions. In addition, the staff took part in Oral Polio Vaccine clinics and participated in other local public health programs. The program of the Association is made possible through the generous donation of funds and equipment by individuals and groups and contributions from the Glastonbury Federated Fund as well as a Town appropriation.

## HEALTH DEPARTMENT

Per Capita Cost	
	34¢ in 1962-63
	35¢ in 1961-62
	29¢ in 1960-61

Many serious health hazards exist in every community. Every citizen should be watchful to correct and prevent disease and unhealthful environmental conditions. As its contribution to a healthful environment, the Health Department took part in the following activities.

*Refuse disposal area*—The area is now being baited twice a year for rodents rather than once as in past years.

*Swimming pools*—Frequent water examinations are made throughout the summer season.

*Private sewage disposal systems*—Sanitary surveys are frequently conducted to locate sources of pollution in our waterways. One major source of pollution of Salmon Brook at Mill Street was cut off, and other streams are showing gradual improvement, thereby increasing recreational benefits to the community.

**Labor camps**—Inspections were made jointly with the State Health Department. Many of the camp operators are taking steps to improve facilities.

**Day care centers**—All centers licensed by the State were inspected by the Health Director and met minimum requirements for such use.

**Well-driller registration**—The new State law requiring registration of drillers should bring about an improvement in well location and prevent improper placement of wells in relation to sewage disposal systems.

**Rodent control**—No noticeable increase occurred in rodent complaints. Those received pointed up the fact that their presence and numbers are relative to the supply of food.

**Sanitary sewers**—Special studies were performed for the Sewer Commission, and extensions of sewers to problem areas were recommended.

**Immunization and well child clinics**—At these clinics, held monthly in cooperation with the Visiting Nurse Association, physicals, injections, and vaccinations were given as well as various tests made.

## SEWER COMMISSION

Per Capita Cost \$1.85 in 1962-63  
1.58 in 1961-62  
30¢ in 1960-61

A couple of generations ago it was not hard for Glastonbury residents to find a pure running brook or a clear water cove. Today there are brooks which foam with impurities and coves cloudy with foul waste. About 25% of the waste from cities and towns is dumped as raw sewage. Another 30% gets only a once-over-lightly. Pure drinking water is getting harder to find and many streams once prized for fishing and swimming have become virtual sewers. As our population grows in Glastonbury, more people demand more water—and pollute more of it.

Water is our only major reusable resource. It cannot be duplicated. It has no substitute, no synthetic equivalent, but it can be used over and over. The achievement of keeping our rivers clean enough for this sort of constant re-use has been the aim of the Sanitary Waste Disposal Plant in the past two years of operation. Many conservationists agree with Secretary Maurice Goddard of Pennsylvania's Department of Forests and Waters, that "man is of necessity a polluter of his environment."

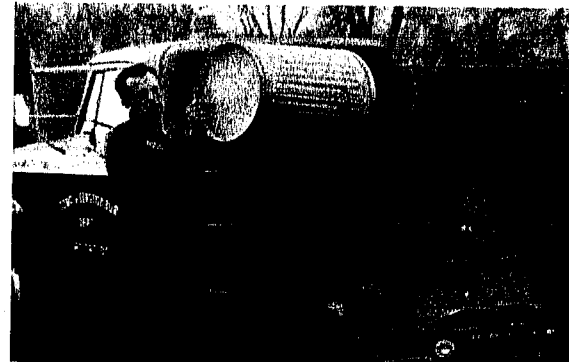
Sewage usually is regarded as extremely foul and dangerous as compared with pure domestic water. This general conception is well justified but the layman rarely realizes that sewage resembles water. It may contain color, some suspended and soluble materials and look dirty, but more than 99.9 percent of it is still water.

### ADMINISTRATION . . .

During the past year the personnel at the Sanitary Waste Disposal Plant has accomplished a variety of jobs. The Department has been called upon to use its equipment in pumping for the Public Works Department and Recreation Department. Trash collection of all receptacles placed throughout the Town and at the various municipal buildings has been initiated this year on a bi-weekly basis. Equipment such as pumps, motors and generators has been overhauled by the personnel of this department at a major savings to the general Town. Disposal Plant equipment has been utilized in the removal of snow at various municipal parking lots.

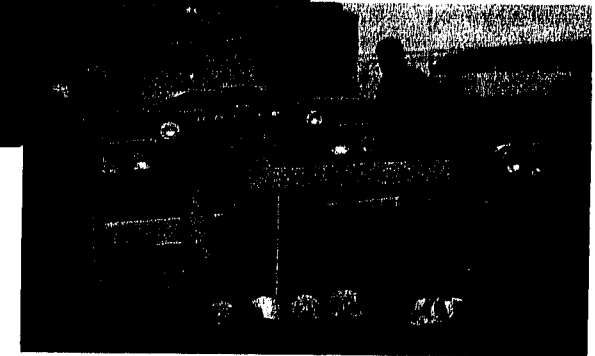
Certain statistics accent the scope of the job performed by Disposal Plant personnel:

Gallons of sewage flow for year	173,134,000
Number of septic tank loads treated	762
Miles of sewer mains rodded	13.2



Below. Some of specialized equipment and supplies that Department uses in its operations.

Above. Department has assumed responsibility for collection of trash from municipal receptacles in business centers.



### POLICY . . .

The major project of the Sewer Commission during the year has been exploration of the need for extending sanitary sewers. The Treatment Plant was built with future extensions in mind; at the present time it is running at approximately fifty percent of capacity. Possible extensions that have either been recommended by local health authorities or supported by petitions of residents are the Woodbridge Area, Oak and Commerce Streets Area, Hubbard Street and Drive, Williams Street, and Main Street south of Hubbard Street.

Some of the factual data supporting proposed sewer extensions and reviewed by the Commission include the following:

1. Over 20% of the dwellings in Woodbridge have had private sewage disposal systems rebuilt. Another 20% have had to have their septic tanks cleaned yearly or at even more frequent intervals. At least six occasions have been reported of raw sewage coming directly to the surface.
2. Several properties on Main Street south of Hubbard discharge raw sewage directly into the meadows. Cease and desist orders have been stayed pending sewer extensions.
3. On Hubbard and Williams Streets a number of dwellings, including multi-family dwellings, have experienced trouble. There is also evidence that sewage is being discharged directly from some homes into Hubbard Brook. The High School has experienced problems. The school administration building on Williams Street must eventually get off the private Williams Company system.
4. In the Oak-Commerce area, there are traces of pollution found in subsurface storm water drains. Consolidated Cigar has had to rebuild and enlarge its system. Another factor is the need for having sewers available for prospective industries.

Before extensions can be made, the Commission must take certain steps. Public hearings must be held. Engineering studies must be performed and cost estimates prepared. A referendum on a bond issue to provide financing must be held. It is expected that these steps will be either carried out or proposed during the coming year.

**GLASTONBURY PUBLIC SCHOOLS**  
GLASTONBURY, CONNECTICUT

September 28, 1963

BOARD OF EDUCATION OFFICE  
HUBBARD STREET  
080-9437

To the Citizens of Glastonbury:

During the past year the Glastonbury schools have moved in the direction of the strengthening of academic programs in several areas. Two of the more important were the adoption of an English curriculum for secondary schools and a mathematics program in the elementary schools.

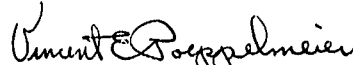
After two years of operation the Merit Salary program for teachers was reviewed by a committee made up of teachers, school administrators and members of the Board of Education. As a result of this review several very interesting revisions were made.

Our staff has continued to investigate, evaluate and recommend new practices in the methodology of teaching and the treatment of subject matter. This, we feel, is in keeping with the desires of the members of the community. If Glastonbury educational methods and subject matter fail to keep pace with the space-age requirements, children in our schools will be the losers.

The fine reputation our school system enjoys throughout the state is due in a large part to a superior faculty. Glastonbury is fortunate to have in its schools an excellent group of enthusiastic, able, dedicated teachers.

We are fortunate to live in a community that has shown its willingness to support a school system of the caliber we have in Glastonbury.

Respectfully submitted,

  
Vincent E. Poepplmeier, Chairman  
Board of Education

**BOARD OF  
EDUCATION**

Per Pupil Cost \$441.67 in 1962-63  
436.35 in 1961-62  
417.06 in 1960-61

The Board of Education met twenty-three times during the year. Elected by the people, the Board is the policy making agency for the local school system. Major actions taken by the Board are listed below.

**INSTRUCTION**

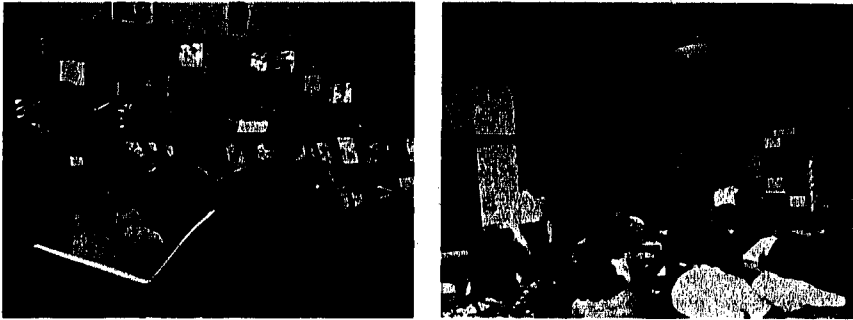
- Approved a proposed Elementary School Organization plan for 1963-64.
- Authorized the High School Library to be open for student use two evenings a week for one month.
- Adopted recommendations and the implementation of the elementary school mathematics program.
- Received comprehensive reports from curriculum assistants in the following areas: foreign languages, music, social science and mathematics; and accepted an English curriculum prepared by the staff and consultants.
- Adopted a 1963-64 salary schedule for teachers: Bachelor's Degree \$4,900-\$7,675 in 14 steps; Master's Degree \$5,400-\$8,400 in 15 steps; Advanced Graduate Study \$6,875-\$8,900 in 10 steps.
- Received a report that the first group of teachers (29 in number) will receive individual merit salary increases of \$300 in 1963-64.
- Received the report of an appointed Study Committee on Physical Education in the Public Schools and accepted a report of a subcommittee on estimated over-all costs of major recommendations.
- Approved a plan for financing the construction of two language laboratories using accrued earnings from the Modern Language Materials Development Project and a reimbursable advance from the Town.

**PHYSICAL PLANT**

- Requested plans for Vocational Agriculture Center from the Public Building Committee and approved a state grant of \$150,000 for construction.
- Took action on the following projects: approved final plans for Vocational Agriculture Center, Language Laboratories, and Eastbury School Addition; authorized conversion of the Hubbard Street building to a three-room kindergarten; and recommended the purchase of the former J. B. Williams office building for a school administration building.

**OTHER ACTIONS**

- Approved the program of studies for adult education for 1962-63.
- Voted to become a pilot community in the Accreditation project under study by the State Department of Education.
- Voted unanimously in favor of a plan of retirement insurance to cover non-instructional employees beginning July 1, 1963.
- Adopted a non-instructional staff salary program—dated July 24, 1963.
- Authorized the position of Director of Research to begin June 30, 1963 and terminate August 31, 1964 for Modern Language Materials Development Project contract in New York.
- Authorized a monthly home-school bulletin, The Communicator.
- Authorized administrative participation with The Welles-Turner Library concerning matters of mutual interest.



Search for knowledge takes place in classrooms and libraries. Each school has a library of carefully selected books which supplements classroom instruction.

### REPORT OF SUPERINTENDENT OF SCHOOLS

May I take this opportunity in summarizing my first year of stewardship in the Glastonbury schools to express my appreciation to all of the members of the Board of Education, to the school staff, to members of other official boards of the town and to everyone in our community, for their cooperation, their understanding and their patience as we have gone about the work of the past year. I know it is not always easy to adjust to new ideas and to a new superintendent, but I have found throughout my first year in Glastonbury, a sincere willingness on the part of all concerned to try those things which have been suggested by my office. I look forward to continued cooperation and am most encouraged by the progress made so far. I am certain we shall find that the school year 1963-64 will be another outstanding one in the history of our school system.

WILLIAM M. MAHONEY  
*Superintendent of Schools*

### SCHOOLS AND STAFF

During the year the schools were in session a total of 182 days. Elementary pupils numbered 2,584, and secondary school pupils numbered 1,549, for a total of 4,133, an increase of 233 pupils over 1961-62. There were 305 persons on the school staff, consisting of 198 certified personnel and 107 non-instructional personnel.

### INSTRUCTIONAL PROGRAM

In-service growth activities of teachers were expanded with workshops being held periodically to cover special subject matter areas, and grade level meetings were conducted so that teachers could share ideas on techniques and new materials. Of special note are significant developments noted below:

1. New science material at grades seven and eight was developed and provided in the form of student guides to help bridge the gap between the elementary school science program and the senior high school science courses.
2. Materials calling for a greater understanding of the written word and practice in writing in Spanish were introduced at the grade six level. The school staff intends to revise the materials further and extend skills down to grade five. The same process is expected to be carried out in the French program.
3. Advanced placement chemistry was introduced and will be continued and expanded.

4. An expanded reporting system involving conferences with parents and a written report describing the child's work was introduced.
5. The individualized reading program was expanded to many more elementary grades.
6. The team teaching project at Hopewell Road School met with a degree of success in the first year, and many aspects of the program that can be applied in other schools will be introduced from time to time.
7. The high school guidance staff visited many good small colleges and met with admissions officers. A center open one night a week was established so that adult members of the community could secure information about college and vocational careers.
8. Members of the secondary school English staff worked on the development of a new sequential curriculum guide for the teaching of English in the secondary schools.
9. Test scores indicate Glastonbury children are operating well above the level of average children throughout the country. College acceptances were good with 42 percent of the 1963 graduating class going on to four-year colleges and another 16 percent going to technical schools. The drop-out rate of four percent is significantly below the state average of 17 percent and national average of 30 percent.

### BUILDING PROGRAM

The Hopewell Road School, opened in September 1962, has proved to be an efficient building with sufficient flexibility to permit many educational innovations. The second significant addition to the school plant was the acquisition of the J. B. Williams Office Building on Williams Street for Education administrative offices. The former Board of Education offices on Hubbard Street were converted to a three-room kindergarten. Progress on the installation of language laboratories has been slow but should be completed in 1963-64. Other projects expected to be carried out next year include the construction of a wing on the Senior High School to include a Regional Vocational Agriculture Center and the building of a 15-room addition to the Eastbury School.

### SALARY PROGRAM

The school year 1962-63 saw the end of a three-year salary agreement between teachers and the Board of Education. During the year a new agreement was negotiated which made progress toward bringing our teaching staff into a competitive position with other towns in the area. It is hoped that in the future strides can be made to an improvement of maximum salaries. A major revision of the "quality incentive program" was carried out by a committee of teachers, administrators, supervisors and Board members and many changes came about which make this program far more satisfactory to teachers and administrators alike.

### ADMINISTRATIVE ORGANIZATION

During the year a significant change in the administrative organization was made by reassigning many positions and defining the line of responsibility within and among various agencies of the administrative framework of the schools. Briefly, under the new plan, the overall administration and supervision of public schools is still vested in the Superintendent of Schools but close educational direction and supervision of the schools is charged to a Director of Elementary Education and a Director of Secondary Education. The financial and developmental aspects of the school fiscal plant are charged to the Director of Finance and Facility Development. Finally, those areas dealing with pupil personnel services are assigned to a Director of Pupil Personnel Services. Around these four major subdivisions we find a network of interrelating positions. Two temporary positions were added to the administrative staff—the Director of Activities and Director of Research.



Purchase of former J. B. Williams office building provided needed space for school administration offices. Building with 10,000 square feet includes 3 vaults, individual offices, a meeting room, and central storage and supply room.

### FOR FUTURE CONSIDERATION

As school enrollments continue to grow at a rate of 250 to 300 students a year, additional school facilities will be needed in the very near future. In September 1963 every elementary classroom will be filled. The construction of the Eastbury School addition must be completed by September 1964. Planning must begin for a second junior high school and for additional elementary schools in other sections of the Town.

The addition of the language laboratory, enlargement of the library, and the provision of guidance counseling spaces are all necessary adjuncts of an up-to-date secondary school program. However, with the addition of these and other service areas, the classroom capacity of our high school plant is reduced. Rated at 1,100 to 1,200 pupils, the High School in September 1963 will house about 1,000 students, and in the near future many areas of the school will be overtaxed until such time as the ninth grade is removed to a new junior high school system of organization. In the meantime, high school laboratory areas are becoming inadequate to meet enrollments. It will be necessary to plan for increasing these facilities in the very near future.

As educational television matures in Connecticut, there will be a greater use of this medium in all of our schools. Currently the Hopewell Road School is the only school which can take advantage of television; future years should permit extension of this service to other areas. The spread of the team teaching concept among teachers in math, science and social science departments is evident this year. A considerable amount of team sharing in these departments is expected during the coming year.

A new course in U. S. History utilizing several instructors and patterned after the Current Issues teaching methods is expected to yield the same excellent results. The coming year should see also an expanded adult education program. It is hoped that within the community an Adult Education Council may be developed to capitalize upon the courses offered by other agencies of the Town, aiming toward a "maximum use" plan for the fine school facilities in Glastonbury and making available to the adults of the community a wider variety of course offerings.

## THE BOARD OF FINANCE

Glastonbury, Connecticut

To the Citizens of Glastonbury:

During the past year the Board of Finance has held sixteen meetings and two public budget hearings.

Our recommendations to the Council resulted in the adoption of an operating budget of \$3,287,500. for the year 1962-63 allocated as follows:

General Town Government	\$823,110.	25.04%
Capital Improvement		
General Town	59,418.	1.81%
Debt Service		
Interest and Principal	511,760.	15.56%
Board of Education	1,893,212.	57.59%

To underwrite this budget the Board of Finance in February set a basic tax rate of 40 mills with an additional rate of 1/2, 1 and 2 mills for the various fire zones. This was an increase of 1 1/2 mills over the previous year.

We began the year on September 1, 1962 with a cash balance of \$92,228.85 and ended the year on August 31, 1963 with a balance of \$102,291.21. From this amount a transfer of \$10,000. was made to the Reserve Fund for Capital & Nonrecurring Expenditures, leaving a cash balance of \$92,291.21 at the beginning of the 1963-64 fiscal year.

The responsibility of your Board of Finance is to consider the financial aspect of the Town Government as a whole, rather than from the standpoint of any particular officer or department, and to exercise care in seeing that the budget is properly balanced.

In carrying out our responsibility there are times when we may differ with various town officials and board members on the need for certain appropriations. May I assure you that it is only because of our strong convictions that prudent judgment must be exercised in the administration of all branches of our government if Glastonbury is to continue to maintain a healthy tax structure.

Sincerely,

John Q. Goodrich, Chairman

JQG:mb



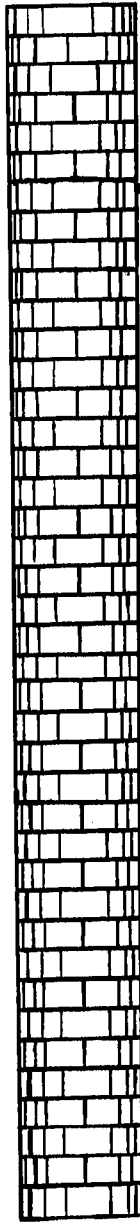
## 1963-64 BUDGET

	Budget 1962-63	Actual 1962-63	Budget 1963-64
<b>EXPENDITURES</b>			
<b>General Government</b>			
Town Council .....	\$ 3,000.00	\$ 3,380.80	\$ 3,500.00
Board of Finance .....	275.00	263.96	300.00
Town Manager .....	20,400.00	20,164.12	23,426.00
Town Plan and Zoning .....	2,770.00	2,455.43	9,485.00
Board of Tax Review .....	235.00	218.22	235.00
Courts .....	940.00	1,598.01	1,590.00
Zoning Board of Appeals .....	890.00	759.52	890.00
	<u>\$ 28,510.00</u>	<u>\$ 28,840.06</u>	<u>\$ 39,426.00</u>
<b>Staff Agencies</b>			
Town Clerk .....	\$ 16,078.00	\$ 16,021.00	\$ 16,125.00
Town Attorney .....	5,000.00	4,997.30	5,500.00
Treasurer .....	3,760.00	3,310.00	4,566.00
Selectmen and Registrars .....	6,115.00	5,212.24	7,870.00
Parking Authority .....	640.00	411.25	500.00
Public Building Committee .....	225.00	214.01	225.00
Development and Industrial Commission .....	350.00	216.20	350.00
Safety Committee .....	50.00	23.75	50.00
Heritage Commission .....	50.00	—	—
Historic District Commission .....	—	—	150.00
Conservation Commission .....	100.00	350.00	500.00
	<u>\$ 32,368.00</u>	<u>\$ 30,755.75</u>	<u>\$ 35,836.00</u>
<b>Public Safety</b>			
Police Department .....	\$ 121,842.00	\$ 117,791.90	\$ 134,523.00
Fire Commission .....	43,166.00	42,955.37	43,103.00
Civil Defense .....	2,160.00	1,842.49	1,860.00
Street Lighting .....	25,000.00	24,839.09	26,000.00
Fire Marshal .....	850.00	747.21	1,000.00
Auxiliary Police Ambulance .....	1,100.00	953.60	1,100.00
	<u>\$ 194,118.00</u>	<u>\$ 189,129.66</u>	<u>\$ 207,586.00</u>
<b>Public Works</b>			
Roadways and Drains .....	\$ 12,500.00	\$ 11,629.02	\$ 18,500.00
Administration and Payroll .....	98,582.00	95,748.64	94,870.00
Snow and Ice Removal .....	23,650.00	28,160.74	21,800.00
Operation of Equipment .....	31,159.00	30,949.32	35,358.00
Public Grounds Maintenance .....	20,250.00	21,679.22	25,198.00
Tree Warden .....	6,900.00	6,919.25	7,260.00
Town Engineer .....	15,552.00	13,677.48	21,229.00
Building Inspector .....	17,611.00	16,281.07	19,537.00
Public Buildings .....	22,209.00	21,865.22	22,696.00
	<u>\$ 248,413.00</u>	<u>\$ 246,909.96</u>	<u>\$ 266,448.00</u>
<b>Financial Administration</b>			
Tax Collector .....	\$ 11,525.00	\$ 11,320.52	\$ 13,748.00
Town Accountant .....	12,284.00	12,234.17	13,517.00
Assessor .....	21,732.00	21,852.53	18,847.00
	<u>\$ 45,541.00</u>	<u>\$ 45,407.22</u>	<u>\$ 46,112.00</u>
<b>Health and Sanitation</b>			
Sewer Commission .....	\$ 26,137.00	\$ 28,236.85	\$ 29,252.00
Health Department .....	19,360.00	19,488.33	19,490.00
Refuse Disposal .....	4,131.00	4,948.82	4,619.00
	<u>\$ 49,628.00</u>	<u>\$ 52,674.00</u>	<u>\$ 53,361.00</u>
<b>Welfare</b>			
Administration .....	\$ 22,050.00	\$ 21,527.11	\$ 22,575.00
Outdoor Aid .....	23,000.00	20,880.11	22,000.00
	<u>\$ 45,050.00</u>	<u>\$ 42,407.22</u>	<u>\$ 44,575.00</u>

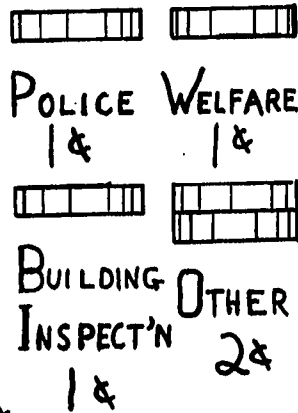
	Budget 1962-63	Actual 1962-63	Budget 1963-64
<b>EXPENDITURES (Continued)</b>			
<b>Recreation</b>			
Recreation Commission .....	\$ 22,000.00	\$ 20,355.19	\$ 24,666.00
<b>Libraries</b>			
Welles-Turner .....	\$ 58,455.00	\$ 57,546.03	\$ 60,880.00
South Glastonbury .....	1,000.00	1,000.00	1,000.00
East Glastonbury .....	650.00	650.00	750.00
	<u>\$ 60,105.00</u>	<u>\$ 59,196.03</u>	<u>\$ 62,630.00</u>
<b>Insurance and Bonds</b>			
Insurance and Bonds .....	\$ 24,000.00	\$ 23,418.30	\$ 28,550.00
Pension Plan .....	35,942.00	30,645.06	32,231.00
Unclassified .....	7,435.00	16,270.55	10,810.00
	<u>\$ 793,110.00</u>	<u>\$ 786,009.00</u>	<u>\$ 852,231.00</u>
<b>Capital Improvements</b>			
Capital Improvements .....	\$ 59,418.00	\$ 64,994.54	\$ 99,850.00
	<u>\$ 852,528.00</u>	<u>\$ 851,003.54</u>	<u>\$ 952,081.00</u>
<b>Bonds and Interest</b>			
Bonds and Interest .....	\$ 511,760.00	\$ 511,990.42	\$ 529,353.00
Contingency .....	30,000.00	—	30,000.00
	<u>\$1,394,288.00</u>	<u>\$1,362,993.96</u>	<u>\$1,511,434.00</u>
<b>Language Laboratory</b>			
Language Laboratory .....	—	—	105,000.00
Board of Education .....	1,893,212.00	1,903,309.52	2,276,000.00
	<u>\$3,287,500.00</u>	<u>\$3,266,303.48</u>	<u>\$3,892,434.00</u>
<b>RECEIPTS</b>			
Property Taxes—Current .....	\$2,360,767.00	\$2,441,592.98	\$2,769,086.00
Property Taxes—Prior .....	75,000.00	76,051.31	77,000.00
Penalties, Interest, Fees .....	5,500.00	6,704.88	6,500.00
	<u>\$2,441,267.00</u>	<u>\$2,524,349.17</u>	<u>\$2,852,586.00</u>
<b>In Lieu of Taxes</b>			
In Lieu of Taxes .....	\$ 27,736.00	\$ 27,775.39	\$ 30,367.00
Courts .....	3,200.00	2,671.02	3,000.00
Education .....	486,480.00	482,608.03	561,385.00
Building Inspection .....	18,000.00	20,545.51	19,500.00
Recreation .....	5,500.00	3,783.16	5,500.00
Police .....	9,000.00	19,030.77	13,050.00
Licenses and Permits .....	300.00	453.00	500.00
Public Works .....	12,500.00	3,554.66	11,750.00
Welfare .....	25,950.00	21,029.86	22,000.00
State Grants for School Construction .....	108,503.00	112,896.61	112,895.00
Town Clerk .....	9,700.00	10,816.05	10,200.00
Civil Defense .....	300.00	—	—
Welles-Turner Library .....	15,200.00	16,653.58	12,867.00
Sewer Commission .....	10,700.00	10,965.00	10,700.00
Unclassified .....	20,935.00	20,464.27	28,843.00
Language Laboratory .....	—	—	105,000.00
	<u>\$3,195,271.00</u>	<u>\$3,277,596.08</u>	<u>\$3,800,143.00</u>
Cash on Hand September 1 .....	\$ 92,229.00	\$ 92,228.85	\$ 92,291.00
	<u>\$3,287,500.00</u>	<u>\$3,369,824.93</u>	<u>\$3,892,434.00</u>

REVENUES 1962-63

	Amount	% of Total
Property Taxes .....	\$2,524,349.17	77.0
In Lieu of Taxes .....	27,775.39	.8
State Aid to Education	475,233.79	14.5
Other Education		
Income .....	7,374.24	.2
Building Inspector Fees	20,545.51	.6
Recreation Fees .....	3,783.16	.1
Police Department .....	19,030.77	.6
Public Works Refunds	3,554.66	.1
Welfare Department	21,029.86	.7
State Grant for School		
Construction .....	112,896.61	3.5
Town Clerk .....	10,816.05	.3
Circuit Court .....	2,671.02	.1
Welles-Turner Memorial		
Library .....	16,653.58	.5
Other Revenues .....	31,882.27	1.0
<b>Total .....</b>	<b>\$3,277,596.08</b>	<b>100.0</b>



Dollar of Revenue



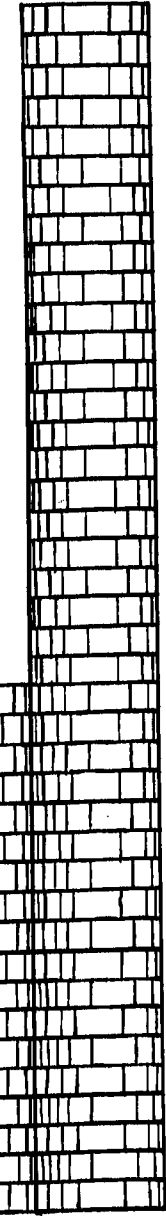
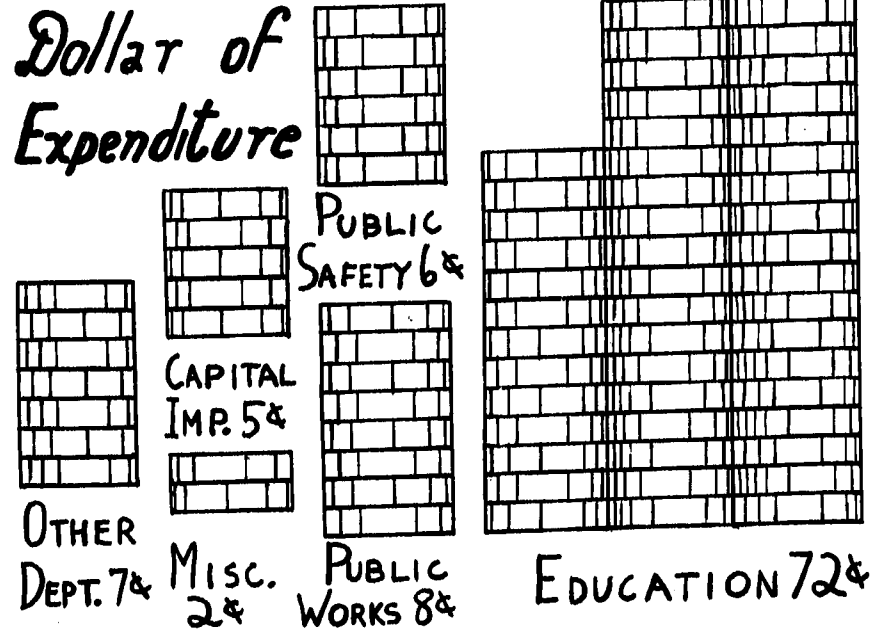
PROPERTY TAX 77¢ EDUC. 18¢

EXPENDITURES 1962-63

	Amount	% of Total
General Government .. \$	28,840.06	.9
Staff Agencies .....	30,755.75	.9
Public Safety .....	203,115.91	6.2
Public Works .....	246,909.96	7.6
Financial Admin. ....	45,407.22	1.3
Health and Sanitation	52,674.00	1.6
Welfare .....	42,407.22	1.2
Recreation .....	20,355.19	.7
Libraries .....	59,196.03	1.8
Insurance and Bonds ..	23,418.30	.7
Pension Plan .....	30,645.06	.9
Unclassified .....	2,284.30	.2
Capital Improvements*	145,663.96	4.5
Education† .....	2,334,630.52	71.5
<b>Total .....</b>	<b>\$3,266,303.48</b>	<b>100.0</b>

\*Includes applicable debt service cost of \$31,248.00 for the Town Office Building and \$37,065.00 for Town's share of sewer cost. Tax anticipation interest and service charges of \$12,356.42 are also included.  
 †Includes applicable debt service of \$422,221.00 for school construction and \$9,100.00 for schools' share of sewer assessment cost for 1962-63.

Dollar of Expenditure



**CASH RECEIPTS AND DISBURSEMENTS****General Fund****Fiscal Year Ending August 31, 1963**

Our cash balance September 1, 1962 was ..... \$ 92,228.85

The Tax Collector received in taxes and fees	\$2,524,349.17
State grants for education came to	474,248.79
State grants for school construction were	112,896.61
The Building Inspector collected	20,545.51
The Police Department turned over	19,030.77
The Welfare Department received	21,029.86
The Welles-Turner Library deposited	16,653.58
Lieu of tax payments totaled	27,775.39
The Circuit Court distributed in fines	2,671.02
Recreation Commission fees brought in	3,783.16
Other school revenues amounted to	7,374.24
Highway Department refunds resulted in	3,554.66
The Town Clerk collected in fees	10,816.05
Sewer acreage charges returned	10,965.00
Interest on U. S. Treasury bills totaled	14,107.26
Glastonbury Industrial Developers paid	2,343.75
Miscellaneous receipts came to	5,451.26
Borrowings in anticipation of taxes were	1,500,000.00

Thus total receipts were ..... 4,477,596.08

Counting the opening cash balance, total dollars available were \$4,869,824.93

Paying back tax anticipation notes took	\$1,500,000.00
Operation of our schools cost	1,903,309.52
Capital improvements came to	64,994.54
Bond and interest payments were	511,990.42
General government agencies spent	59,595.81
Police protection required	131,778.15
The volunteer fire department needed	42,955.37
Other public safety functions cost	28,382.39
Highway department expenses were	166,487.72
Town engineer's office needed	13,677.48
Building inspection services cost	16,281.07
Other public works activities took	50,463.69
Financial administration came to	45,407.22
Health and sanitation services amounted to	52,674.00
Welfare payments and administration totaled	42,407.22
Recreation activities required	20,355.19
Library services and supplies took	59,196.03
Insurance and pensions costs were	54,063.36
Miscellaneous disbursements totaled	3,514.54

Thus we spent a total of ..... 4,767,533.72This left a cash balance on August 31, 1963 of ..... \$ 102,291.21**RESERVE FUND****for Capital and Non-Recurring Expenditures**

The Reserve Fund is established under the authority of the Connecticut Statutes and the Glastonbury Town Charter. Over the years it has been a very valuable and useful fund. It has two main purposes: the financing of small capital improvements such as the purchase of land, and the advancing of money for preliminary study and design in connection with major projects, such as sewer and school construction. The Reserve Fund is maintained mainly through transfers of money from General Fund Surplus.

**BALANCE SHEET AS OF AUGUST 31, 1963****Assets:**

Cash in Bank	\$ 19,033.63
U. S. Treasury Bills at Cost	34,746.57
Due from General Fund	36,902.37
	<u>\$ 90,682.57</u>

**Unexpended Appropriations and Fund Balance:**

Unexpended Appropriations	\$ 36,779.39
Fund Balance	53,903.18
	<u>\$ 90,682.57</u>

**CASH RECEIPTS AND DISBURSEMENTS**

Balance September 1, 1962 ..... \$106,889.40

**Receipts:**

Grant from Hartford Foundation for Public Giving	\$ 5,300.00
Transfers from other funds:	
Sewer Sinking Fund	23,500.00
Bond Capital Projects Fund	10,728.87
Welles-Turner Trust Fund	9,000.00
Sale of U. S. Treasury Bills	175,000.00
	<u>223,528.87</u>
	<u>\$330,418.27</u>

**Disbursements:**

Project expenditures:	
Recreation study and master plan	\$ 4,050.00
J. B. Williams office building	49,152.29
Eastbury School Addition	11,618.32
Transfers to other funds:	
Bond Capital Projects Fund	10,950.70
Sewer Sinking Fund	26,902.37
Purchase of U. S. Treasury Bills	208,710.96
	<u>311,384.64</u>

Balance August 31, 1963 ..... \$ 19,033.63

**TAX COLLECTOR**

**Report of Property Tax Collector  
Year Ended August 31, 1963**

Grand List October 1	Due Date of Tax	Collectible 9/1/62	Additions	Deductions	Adjusted Collectible	Paid to Treasurer
1962	4-1-63	\$2,555,176.33	\$2,025.66	\$14,640.00	\$2,542,561.99	\$2,442,512.13
1961	4-1-62	83,216.10	460.52	2,308.86	81,367.76	60,586.49
1960	4-1-61	18,927.31	61.91	574.98	18,414.24	12,641.76
1959	4-1-60	9,780.61		3.85	9,776.76	4,958.26
1958	4-1-59	3,923.07		50.89	3,872.18	2,042.12
1957	4-1-58	1,817.12		59.73	1,757.39	858.67
Prior Years		3,664.36		96.55	3,567.81	749.74
		\$2,676,504.90	\$2,548.09	\$17,734.86	\$2,661,318.13	\$2,524,349.17

**Actual Collections During Year**

Grand List October 1	Taxes	Interest	Lien Fees	Total	Collectible Uncollected 9/1/63
1962	\$2,441,593.08	\$ 919.05	—	\$2,442,512.13	\$100,968.91
1961	57,716.81	2,745.93	\$123.75	60,586.49	23,650.95
1960	11,220.86	1,165.90	255.00	12,641.76	7,193.38
1959	4,322.61	487.52	148.13	4,958.26	5,454.15
1958	1,660.29	287.19	94.64	2,042.12	2,211.89
1957	633.30	161.62	63.75	858.67	1,124.09
Prior Years	497.43	173.56	78.75	749.74	3,070.38
	\$2,517,644.38	\$5,940.77	\$764.02	\$2,524,349.17	\$143,673.75

**BONDED INDEBTEDNESS**

Purpose of Bond Issue	Date of Issue	Amount of Issue	Rate of Interest	Outstanding September 1, 1962	Paid Dur- ing Year	Outstanding August 31, 1963
Senior High School	3/ 1/52	\$1,565,000	1.6%	\$ 765,000	\$ 80,000	\$ 685,000
Senior High School Addition and Buttontball School	9/ 1/55	1,140,000	2.7%	780,000	60,000	820,000
Hebron Avenue School	12/ 1/57	642,000	3.4%	462,000	45,000	417,000
Hebron Avenue School Addition	9/ 1/59	149,000	3.7%	129,000	10,000	119,000
Town Office Building	9/ 1/59	354,000	3.7%	314,000	20,000	294,000
Academy School Addition	10/ 1/60	900,000	3.5%	855,000	45,000	810,000
Buttontball School Addition	10/ 1/60	260,000	3.5%	245,000	15,000	230,000
Sanitary Sewers	7/ 1/61	1,484,000	3.1%	1,245,000	150,000	1,095,000
Hopewell Road School	4/15/62	925,000	3.0%	925,000	50,000	875,000
Sewer Assessment Anticipation Notes				233,502	233,502	
<b>TOTALS</b>		<b>\$7,419,000</b>		<b>\$5,953,502</b>	<b>\$708,502</b>	<b>\$5,245,000</b>

**Debt Statement Based on Limitation under Section 7-374  
of the 1958 Revision of the General Statutes**

Total property taxes, interest, and lien fees last three years

Base for determining debt limit (average annual tax receipts)

Debt limit: General at 2 1/4 times average annual tax receipts \$4,699,384  
 School at 2 1/4 times average annual tax receipts 4,699,384  
 Sewers at 1 1/2 times average annual tax receipts 3,132,992

**TOTAL**

Present Bonded Debt: Town Office Building \$ 294,000  
 Schools 3,856,000  
 Sewers 1,095,000

**TOTAL DEBT**

Future Borrowing Capacity: General and schools \$5,248,768  
 Sewers 2,037,922

**TOTAL DEBT LIMITATION**

\$ 6,265,845  
2,088,615  
 \$12,531,690

\$ 5,245,000  
7,286,690  
 \$12,531,690

## AUDITOR'S REPORT

These are excerpts from the Auditor's Report of financial transactions during the 1962-63 fiscal year. The full report is on file in the office of the Town Clerk.

### SCOPE OF AUDIT

The audit was made in compliance with the regulations issued by the State Tax Commissioner and in accordance with the provisions of Chapter 111 of the General Statutes of the State of Connecticut, Revision of 1958. In general, the audit included an examination of the accounts, records, and supporting documents maintained by the Treasurer, Tax Collector, Board of Education, Housing Authority and other departments of the Town.

Major General Fund receipts were verified by direct confirmation. Recorded receipts were traced from departmental records to the Treasurer's records and bank deposits for a selected portion of the cash activity. Expenditures were examined in detail to the extent of 25% or more in number and amount. It was observed that cash discounts were generally taken when they were available.

Bank balances were independently confirmed by the various depositories of the Town as of August 31, 1963. The amounts reported were reconciled with the balances indicated by the Town Records.

Positive-type confirmation requests were mailed to taxpayers, representing 100% of the uncollected property tax accounts as of August 21, 1963. The tax collector's accounts were balanced as of this date, and again as of August 31, 1963. Requests for confirmation were also mailed to accounts representing outstanding sewer assessments.

Minutes of meetings of the Town Council, Board of Finance, and the Board of Education were examined to determine the authority for financial transactions which occurred in the Town during the year.

Surety bonds and insurance policies in force were examined, and the coverage ages provided appeared to be adequate.

### GENERAL CONDUCT OF OFFICES AND CONDITION OF RECORDS

The general conduct of the respective offices of the Town of Glastonbury appeared to be satisfactory. Offices were operated on a business-like basis, and except for the Recreation Department, records were satisfactorily maintained and in a current condition.

All financial records of the Town, except the Housing Authority, are maintained on the cash basis of accounting. However, receivables and payables have been included in the preparation of the accompanying financial statements. Adjusting entries have been furnished to the Town Accountant in order to bring the Town's books into agreement with the audit report.

### GENERAL FUND

The original budget adopted for the fiscal year ended August 31, 1963, amounted to \$3,287,500.00. A basic tax rate of 40 mills (with an additional rate of 1/2, 1 and 2 mills for fire protection according to zone) was set on the Grand List of October 1, 1962, to provide current property tax revenue.

For the 1962-1963 year, actual revenues exceeded estimated revenues by \$82,325.08, and unexpended appropriations amounted to \$21,196.52. Expenditures for all Boards and Departments of the Town were within authorized appropriations.

Cash on deposit in the General Fund amounted to \$102,291.21 at August 31, 1963, and included \$10,000.00 which was authorized to be transferred to the Reserve Fund for Capital and Non-Recurring Expenditures after the close of the fiscal year.

## FINANCES

**Reserve Fund for Capital and Non-Recurring Expenditures.** The Fund was reduced by approximately \$50,000.00 during the year. New appropriations from the Fund totaled \$96,500.00, and included \$50,000.00 to purchase and renovate an office building to be used for school administration purposes. Unexpended appropriations from completed projects, and receipts and credits from outside sources and other funds amounted to \$46,812.30 during the year.

**Bond Capital Projects Fund.** No new projects, financed by Bond Issue, were started during the year. The Buttonball School addition project was completed and the unexpended balance (less commitments) was transferred to the Reserve Fund for Capital and Non-Recurring Expenditures.

**Sewer Fund.** Collections of sewer assessments, interest and lien fees totaled \$585,673.91 for the fiscal year. All short-term borrowings were repaid during the year and sewer bonds in the principal amount of \$150,000.00 were redeemed and cancelled.

**Bonded Debt.** The outstanding bonded debt of the Town at August 31, 1963 amounted to \$5,245,000.00 and is summarized as follows:

Town office building bonds .....	\$ 294,000.00
School bonds .....	3,856,000.00
Total .....	\$4,150,000.00
Sewer bonds .....	1,095,000.00
Total .....	\$5,245,000.00

Matured bonds totaling \$475,000.00 were redeemed by the Town during the 1962-1963 fiscal year.

### OTHER COMMENTS

The Town Counsel has indicated that there were no unpaid judgments against the Town, or pending law suits that could substantially affect the Town's financial condition.

We suggest that Recreation Department records, supporting receipts turned over to the General Fund, be maintained in such a manner as to provide a more detailed breakdown of the type of activity.

Our suggestions of the prior year, relating to the elimination of unnecessary individual funds, were approved and carried out during the year. Action by the Council, after legal opinion, was also taken providing for better handling of Federal Funds made available to the Town from the Modern Language Materials Development Project.

### AUDITOR'S OPINION TO THE BUDGET-MAKING AUTHORITY

We have examined the financial records of the TOWN OF GLASTONBURY for the fiscal year ended August 31, 1963.

Our examination was made in accordance with generally accepted auditing standards and in accordance with the requirements of the State Tax Commissioner concerning the audit of municipalities. We included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances. Information and explanations were obtained from officials.

In our opinion, based on such examination, the accompanying exhibits and explanatory comments present fairly the financial condition of the various funds of the Town of Glastonbury as of August 31, 1963, and the results of operations and changes in fund balances for the fiscal year then ended, in conformity with generally accepted accounting principles as applied to municipalities.

KNUST, EVERETT & CAMBRIA  
Certified Public Accountants

## YOUR TAX DOLLAR

Property taxes pay 77% of the costs of local government. The other 23% comes from other sources. Education, the largest local function, accounts for 71¢ of every dollar of expenditure.

It is not accurate, however, to say that education takes 71¢ out of every dollar of taxes. 14% of local revenue is specifically earmarked for educational purposes or is income collected from educational activities.

The same reasoning applies to other departments. Some, as the Building Inspection Department, collect enough money completely to offset their costs. Others are partially self-supporting—libraries, recreation, welfare.

The following chart shows for 1962-63 the total expenditures, including applicable debt service, of each major function of government, the income received by or on behalf of each such function of government, and the net cost of each function to be raised by local taxes. The last column shows the percentage of total property taxes that each function required in 1962-63 and for comparative purposes in 1960-61.

Function	1962-63			1962-63 1960-61	
	Total Expenditures	Income Received	Net Cost From Taxes	% of Tax	% of Tax
General Government	\$ 28,840.06	\$ 454.00	\$ 28,386.06	1.11	1.07
Staff Agencies	30,755.75	11,079.40	19,676.35	.78	.87
Public Safety	203,115.91	22,158.53	180,957.38	7.09	7.42
Public Works	246,909.96	26,510.82	220,399.14	8.64	8.61
Financial					
Administration	45,407.22	14,107.26	31,299.96	1.23	1.12
Health and Sanitation	52,674.00	495.02	52,178.98	2.05	1.20
Welfare	42,407.22	21,029.86	21,377.36	.85	1.32
Recreation	20,355.19	3,783.89	16,571.30	.65	.59
Libraries	59,196.03	16,653.58	42,542.45	1.67	1.67
Insurance and Bonds	23,418.30	—	23,418.30	.92	.99
Pension Plan	30,645.06	—	30,645.06	1.20	1.43
Capital Improvements	145,663.96	12,653.00	133,010.96	5.22	4.14
Unclassified	2,284.30	—	2,284.30	.09	.32
Education	<u>2,334,630.52</u>	<u>595,504.64</u>	<u>1,739,125.88</u>	<u>68.10</u>	<u>66.47</u>
Sub-Total	\$3,266,303.48	\$724,430.00	\$2,541,873.48	99.60	97.22
To Surplus (a)	—	1,041.52	10,251.08	.40	2.8
Totals					

(a) Most of this surplus is transferred to the Reserve Fund to be used for purchase of school sites and other capital items. Some become a cash surplus and are applied against following year's expenditures.

(b) Includes lieu of tax payments of \$27,775.39.

## DATES TO REMEMBER

## 1963

September 1—Beginning of Fiscal Year  
 October 1—Personal Property Tax List Due  
 October—Annual Town Meeting on Budget  
 October 7—Election Day  
 November 1—Last Date for Personal Property Tax List

## Municipal Holidays

Labor Day  
 Columbus Day  
 Election Day  
 Veterans' Day  
 Thanksgiving Day  
 Christmas Day

## 1964

February—Board of Tax Review Meets  
 April 1—First Payment Taxes Due  
 June—Dogs Licensed  
 July 1—Second Payment Taxes Due  
 August 31—End of Fiscal Year

New Year's Day  
 Lincoln's Birthday  
 Washington's Birthday  
 Good Friday  
 Memorial Day  
 Independence Day

... Watch the newspapers for dates of hearings, making of voters and special meetings. Regular meetings of the Town Council are generally held the second Monday of each month, regular meetings of the Town Plan and Zoning Commission are generally held the second Tuesday of each month, and regular meetings of the Board of Finance are generally held the first Tuesday of each month. Dates of special meetings and meetings of other Boards and Commissions are announced in the newspapers in advance of meetings. These meetings are all public meetings, and you are urged to attend.

## FACTS TO REMEMBER

Library Hours: Welles-Turner—Monday, Wednesday and Friday, 9 A.M. to 9 P.M. Tuesday and Thursday, 9 A.M. to 6 P.M. Saturday, 9:30 A.M. to 12:30 P.M. Closed Saturdays during July and August.

South Glastonbury—Monday and Thursday, 1:30 P.M. to 4 P.M. and 7:30 P.M. to 9 P.M. Watch newspapers for summer hours.

East Glastonbury—Monday and Thursday, 2 P.M. to 4:30 P.M. and 7 P.M. to 9 P.M. Watch newspapers for summer hours.

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 A.M. to 4 P.M.

Sewer Assessment Bills: Due September 1st. Interest on unpaid installment accumulates at rate of 6% per annum, starting one month after due date of installment, effective from the due date.

Town Tax Bills: Interest on unpaid taxes accumulates at rate of 6% per annum, starting one month after due date of taxes, effective from the due date.

Personal Property Tax List: 10% added to total if list not declared by November 1.

Veterans' Discharges: Prior to Town Clerk's Office for recording by September 30, for tax exemptions.

Bulk Rate  
U. S. Postage  
Glastonbury, Conn.  
PERMIT No. 133

## 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.

FOR ANSWERS ON:	CALL THE:	WHOSE PHONE IS:
Administration	Town Manager	633-4633
Assessments	Assessor	633-4633
Bills and Accounts	Accountant	633-4633
Birth Certificates	Town Clerk	633-4633
Building Permits	Building Inspector	633-4633
Dead Animals	Dog Warden	633-7493
Death Certificates	Town Clerk	633-4633
Deeds for Properties	Town Clerk	633-4633
Dog Licenses	Town Clerk	633-4633
Dog Problems	Dog Warden	633-7493
Education	Superintendent of Schools	633-9437
Elections	Town Clerk	633-4633
Engineering	Town Engineer	633-4633
Fire (routine)	Co. No. 1, Center	633-9390
	Co. No. 2, So. Glastonbury	633-1531
	Co. No. 3, E. Glastonbury	633-1983
Health Matters	Health Officer	633-4688
Libraries	Welles-Turner Library	633-1300
Nursing	Visiting Nurse Association	633-2011
Parks and Public Grounds	Parks and Grounds Foreman	633-2121
Permits for Burning	District Fire Warden	MI 3-6889
Police (routine)	Police Department	633-9411
Recreation	Recreation Director	633-4633
Sanitary Sewers	Sanitation Superintendent	633-4822
Schools	Superintendent of Schools	633-9437
Snow Removal	Town Garage	633-1189
Street Maintenance	Town Garage	633-1189
Taxes	Tax Collector	633-4633
Town Farm	Still Hill Boarding Home	633-7328
Voting and Registration	Town Clerk	633-4633
Welfare and Relief	Welfare Director	633-4633
Zoning	Building Inspector	63-4633