

# Town of Glastonbury



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Richard J. Johnson  
Town Manager

January 5, 2018

The Glastonbury Town Council  
2155 Main Street  
Glastonbury, CT 06033

Re: Town Manager's Report

Dear Council Members:

The following will keep you up-to-date on various topics.

1. **Town Manager Expense Report.**

A copy of my expense report for the 3 months October through December 2017 is forwarded separately. I will appreciate Council acknowledging receipt of this report on Tuesday evening.

2. **Budget Schedule.**

A reminder of upcoming budget meetings as follows:

- Capital Improvement Workshop – Thursday, January 18, 2018 – 6:00 PM, RCC
- Annual Town Meeting – Wednesday, January 24, 2018 – 7:00 PM, Council Chambers (Alternate date Monday, January 29<sup>th</sup>)
- Town Operations – Tuesday, February 27, 2018 (regular Council meeting) – 6:00 PM
- Board of Education – Suggested-Wednesday, March 7, 2018.

3. **Annual Audit.**

A copy of the Comprehensive Annual Financial Report for June 30, 2017 will be distributed Tuesday evening. Council is asked to appoint 2 members to serve on the Audit Exit Committee.

4. **Supplemental Tax Bill.**

Recent publicity concerning supplemental tax bills generally refers to bills issued in lieu of the 32 mill cap and offsetting State Aid to cities and towns. Glastonbury fell under the 32 mill cap and was to receive a \$1.165 million grant. Final legislative action rescinded the cap and grant. Glastonbury opted not to issue a supplemental tax bill for the \$1.165 million revenue loss. Some towns have handled similar to Glastonbury while others elected to issue such a supplemental bill.

The preceding does not change the typical supplemental car tax issued for January 1<sup>st</sup> for vehicles registered between October 2<sup>nd</sup> and July 31<sup>st</sup>. This process did not change. The discussion concerning the mill rate cap and supplemental bills is different than the annual supplemental tax process.

5. **Holiday Schedule.**

The holiday schedule is typically published for staff in January each year. When the Christmas and New Year's Holiday fall on a Tuesday or Thursday, the schedule is typically modified. For 2018-19, December 25<sup>th</sup> and January 1<sup>st</sup> fall on a Tuesday.

- Monday, December 24<sup>th</sup> and Tuesday, December 25<sup>th</sup> - Town offices generally closed. For Monday, the 24<sup>th</sup>, "floating holiday" (half day) and typical afternoon closing observed.

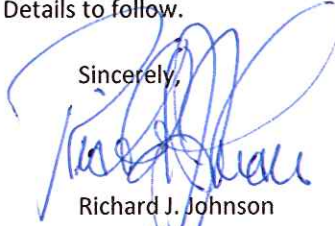
- Monday, December 31<sup>st</sup> and Tuesday, January 1<sup>st</sup> – Town offices generally closed. For Monday, the 31<sup>st</sup>, floating holiday (half day) and afternoon closing.

For the 31<sup>st</sup>, tax payments deposited to the Town drop box are posted per the date of check (i.e. December or January). As always, holiday hours are clearly posted well in advance. Again, this is consistent with past practice but I was asked to confirm with all.

6. Police Officer of the Year.

The annual Police Officer of the Year program, sponsored by the Exchange Club, is scheduled for the evening of Thursday, February 1, 2018 at The Gallery Restaurant. Details to follow.

Sincerely,



Richard J. Johnson  
Town Manager

RJJ:yo