



# Town of Glastonbury

2155 MAIN STREET • P.O. BOX 6523 • GLASTONBURY, CT 06033-6523 • (860) 652-7500  
FAX (860) 652-7505

Richard J. Johnson  
Town Manager

ITEM #7  
10-23-2018 Meeting

October 19, 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 three months July through September 2018 was forwarded separately. I will appreciate Council recognizing receipt of this report on Tuesday evening.

**2. Riverfront Park Phase II**

The attached page presents the updated and final summary of revenues and expenditures for the Riverfront Park Phase II facility for the year ended June 30, 2018. This updates and refines the previous summary. As noted, revenues offset expenses by 103%±.

- The Riverfront Park Phase II project is the only Town facility for which revenues are to fully offset expenses.
- Phase II improvements include: the public boat launch, basketball court, children's playground, walkways and overlook, skating area, Boathouse, and other related amenities.
- Revenues derive from the public boat launch, storage of canoes and kayaks, special events and programs, lease of the banquet and meeting facility, and other opportunities as applicable.
- Expenses include staffing (FT and PT), contractual services, utilities, building and grounds maintenance, publicity/advertising, and other costs related to Phase II.
- Revenues are projected to increase over coming years, in particular through banquet/meeting room operations.
- There is no expectation that operating revenues will offset debt service and other such costs.

Staff have done an outstanding job managing revenues and expenses for this popular destination providing recreation opportunities for all ages and interests.

**3. Budget – Mill Rate**

In response to recent questions, the attached chart shows the relationship of grand list growth, combined increase in spending, and change in the mill rate. For example, a 1% increase in the grand list with a 2.25% increase in combined budgets, results in a 1.4% (rounding) change in the mill rate. This assumes all other factors remain constant. This information gives a good overview of the relationship between the referenced factors.

**4. 2157 Main Street**

This is the Town-owned residential property located immediately next to Town Hall. The property was purchased in 1988 and leased for residential purposes since that time. Town ownership of this parcel provides a good hedge against future needs at Town Hall. A common theme of recent lessees is the need to provide air-conditioning to the structure. This can be addressed through a ductless split system for a total estimated cost of \$18,000. The system would provide basic heating needs through heat pumps to supplement the gas boiler replaced some 7-8 years ago. The most recent annual lease totaled \$28,800 as compared to annual property taxes of \$8,967 (in private ownership). The property is now advertised for lease and the question is whether to install air-conditioning over winter months and prospective lessees advised accordingly. While Town records do not go back to 1988, combined lease payments since 2003 total \$317,282.66. Based on lessee feedback, it appears installation of air-conditioning is a good approach. Continued Town ownership is in the Town's long-term best interest. Please let me know how you would like to proceed.

**5. Communication Tower – Woodland Street**

The attached letter to the Siting Council by Attorney Laub is received concerning the communication tower approved for land off Woodland Street. The letter requests a decision by the Siting Council concerning a monopine or monopole structure. The Council previously voted to request a monopine. The Siting Council formally advised of such preference.

Sincerely,



Richard J. Johnson  
Town Manager

RJJ/sal  
Attachments

**Riverfront Park Revenues (FY 17-18)****Revenues:**

Banquet Hall Event Rental Revenue	\$ 199,728
Boat Storage Revenue	\$ 7,650
Boat Launch Revenue	\$ 11,700
Interest on Investments	\$ 3,176
Miscellaneous Revenues	\$ 5,078
<b>Total Revenues</b>	<b>\$ 227,332</b>

**Expenditures:**

Wages (Full time - allocated to Park)	\$ 47,626
Wages (Part time and Other)	\$ 35,848
Pension	\$ 5,910
Contractual Services	\$ 15,189
Employee Insurance	\$ 14,523
Facilities Maintenance	\$ 12,968
Utilities	\$ 50,207
All Others (Training, Repairs, Office Supplies, etc.)	\$ 5,733
Boathouse Marketing Expenditures	\$ 17,044
Marketing Wages (~10% of Time)	\$ 10,950
Parks Wages	\$ 12,100
<b>Total Other Expenditures</b>	<b>\$ 228,097</b>

<b>Actual Net Gain / (Loss)</b>	<b>\$ (765)</b>
% of Revenues to Expenditures	100%

<i>Adjustment for Lost Revenue due to Apple Festival<sup>(A)</sup></i>	<i>\$ 7,500</i>
<b>Potential Net Gain</b>	<b>\$ 6,735</b>
<b>% of Revenues to Expenditures</b>	<b>103%</b>

**Note:**

(A) Potential Boat House Revenue forfeited during the weekend of Apple Festival is estimated at \$7.5k.

# Financial Projections For 2020 Budget Discussions

FY18/19	Growth in Grand List Assumptions			
	0.50%	0.75%	0.85%	1.00%

Total Grand List	\$ 4,183,263,970	\$ 20,916,320	\$ 31,374,480	\$ 35,557,744	\$ 41,832,640	\$ 52,290,800
Tax Revenue	148,093,708	746,211	1,119,316	1,268,558	1,492,421	1,865,527
Non-Tax Revenue & Taxes Other Than Current	14,257,081	-	-	-	-	-
<b>Total Revenues</b>	<b>\$ 162,350,789</b>	<b>\$ 746,211</b>	<b>\$ 1,119,316</b>	<b>\$ 1,268,558</b>	<b>\$ 1,492,421</b>	<b>\$ 1,865,527</b>
Negative Number indicates Required Mill Rate Increase to Fund						
<b>Combined Budget</b>	<b>\$ 162,350,789</b>	<b>\$ (877,297)</b>	<b>\$ (504,192)</b>	<b>\$ (354,950)</b>	<b>\$ (131,087)</b>	<b>\$ 242,019</b>
1.00% Increase	\$ 1,623,508	\$ (1,689,051)	\$ (1,315,946)	\$ (1,166,704)	\$ (942,841)	\$ (569,735)
1.50% Increase	\$ 2,435,262	\$ (2,500,805)	\$ (2,127,700)	\$ (1,978,458)	\$ (1,754,595)	\$ (1,381,489)
2.00% Increase	\$ 3,247,016	\$ (2,906,682)	\$ (2,533,577)	\$ (2,384,335)	\$ (2,160,471)	\$ (1,787,366)
2.25% Increase	\$ 3,652,893	\$ (3,312,559)	\$ (2,939,454)	\$ (2,790,212)	\$ (2,566,348)	\$ (2,193,243)
2.50% Increase	\$ 4,058,770					

**Mill Rate** 36.00

1.00% Budget Increase	36.21	36.12	36.09	36.03	35.95
1.50% Budget Increase	36.41	36.32	36.28	36.23	36.14
2.00% Budget Increase	36.60	36.51	36.48	36.42	36.33
2.25% Budget Increase	36.70	36.61	36.57	36.52	36.43
2.50% Budget Increase	36.80	36.71	36.67	36.62	36.53

**% Change in Mill Rate**

1.00% Budget Increase	0.6%	0.3%	0.2%	0.1%	-0.2%
1.50% Budget Increase	1.1%	0.9%	0.8%	0.6%	0.4%
2.00% Budget Increase	1.7%	1.4%	1.3%	1.2%	0.9%
2.25% Budget Increase	1.9%	1.7%	1.6%	1.4%	1.2%
2.50% Budget Increase	2.2%	2.0%	1.9%	1.7%	1.5%

**Assumptions:**

- Collection rate 99.1%.
- No change in Non-Tax Revenue & Taxes Other Than Current from FY18/19 Projections.



445 Hamilton Avenue, 14th Floor  
White Plains, New York 10601  
T 914 761 1300  
F 914 761 5372  
cuddyfeder.com

Daniel M. Laub, Esq.  
dlaub@cuddyfeder.com

October 18, 2018

**BY EMAIL & OVERNIGHT DELIVERY**

Hon. Robin Stein, Chairman  
and Members of the Connecticut Siting Council  
10 Franklin Square  
New Britain, CT 06051

RECEIVED  
2018 OCT 19 AM 10:05  
TOWN MANAGER

Re: Development and Management Plan ("D&M Plan")  
Connecticut Siting Council Docket No. 478  
Certificate of Environmental Compatibility and Public Need for the  
Construction, Maintenance and Operation ("Certificate") of a  
Telecommunications Facility in Glastonbury, Connecticut

Dear Chairman Stein and Members of the Council:

On behalf of the certificate holder Eco-Site and in furtherance of the captioned Certificate, please accept for review this Development Management Plan ("D&M Plan") filing for the captioned Facility as approved in Docket No. 478.

**Tower, Compound & Other Equipment**

Enclosed are an original and fifteen (15) sets of 11" x 17" drawings prepared by Infinigy dated August 30, 2018 and last revised October 12, 2018 ("D&M Plan Drawings") being filed in accordance with the Siting Council ("Council") Decision and Order ("Decision and Order"). Two full-sized sets of the D&M Plan drawings are also included for the Council's files.

By letter dated June 7, 2018 and as per the Council's Decision and Order Eco-Site consulted with the Town of Glastonbury regarding the needs associated with a colocation of town emergency antennas on the tower and the Town's interest in a monopine design. On June 26, 2018 Attorney Christopher B. Fisher appeared before the Town of Glastonbury Town Council to review the prospective monopole and monopine designs including the equipment identified by the Town of Glastonbury as its desired installation (3 omnidirectional antennas and a dish antenna at the top of the tower).

As documented in the letter to the Council by Town of Glastonbury Manager Richard Johnson dated June 29, 2018, the Town Board voted to confirm its desire for a monopine design. As reflected in the included D&M Plan Drawings, the monopine design at the approved height will not fully conceal the Town's antennas which was a concern the Council specifically identified in its Opinion in this Docket. As such the Certificate Holder respectfully requests the Council provide affirmative direction as to which design, monopole or monopine, should be implemented.



October 18, 2018  
Page -2-

We include herein a geotechnical report of the facility site but the tower and foundation structural design will be finalized once the Council provides direction as to the final design in Accordance with Order 1 of the Decision and Order. Incorporated in the D&M Drawings are specifications regarding the antennas, remote radiohead units (RRUs) and backup power equipment. The D&M Plan Drawings also include site preparation and erosion and sedimentation control measures consistent with the 2002 Connecticut Guidelines for Soil Erosion and Sediment Control as amended.

Please note that hours of construction are anticipated to be between 8:00 a.m. and 6:00 p.m. or otherwise in accordance with the Town of Glastonbury regulations and direction.

Required Notifications

In accordance with RCSA Section 16-50j-61(d) a copy of this filing is being provided to property owner as well as to the Town of Glastonbury as intervenor.

In accordance with the provisions of RCSA Section 16-50j-77, the certificate holder hereby notifies the Council of its intention to begin site work after Council approval of the final D&M Plan. Construction of the tower and other site improvements will commence after issuance of a local building permit. T-Mobile intends to install its antennas as soon as the tower is erected. Eco-Site does not have a timeline regarding the Town's installation. The supervisor for all construction related matters on this project is Charles Moore who can be reached by telephone at (518) 368-2545.

We respectfully request that this matter be included on the Council's earliest available agenda for review and consideration of the design alternatives in the interest of finalizing the design

Thank you for your consideration of the enclosed.

Very truly yours,

A handwritten signature in blue ink, appearing to read 'D. Laub', is written over a horizontal line.

Daniel M. Laub

Attachments

cc: Steve Russo, Eco-Site  
Mark Richards, T-Mobile  
Paul Cavanna, Property Owner  
Project Team