



Town of Glastonbury

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Richard J. Johnson
Town Manager

ITEM #7
11-13-2018 Meeting

November 9, 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. Center Village Open House

The Housing Authority has scheduled an open house at Center Village on Wednesday November 14, 2018 from 4:00 p.m. - 6:00 p.m. Center Village offers housing opportunities for seniors who satisfy eligibility requirements. The facility is the site of recent new construction and renovations located at the corner of New London Turnpike and Salmon Brook Drive.

2. General Fund Balance

The attached page summarizes preliminary results for Fund Balance (Total and Unassigned) for the year ended June 30, 2018.

- Unadjusted – This shows Fund Balance for year-end final 2017 and estimated 2018 with the \$2 million appropriation and transfer for elementary school air-conditioning. Essentially, estimated year-end results with all actions during FY2018.
- Adjusted – Summarizes operating results absent the \$2 million appropriation and transfer. A \$1.011 million gain in Unassigned Fund Balance resulted from operations sans the \$2 million for air-conditioning.
- Post June 30, 2018 – Includes the \$1.4 million "repayment" to the General Fund for school air-conditioning and proposed \$275,000 payment for Winter Storm Alfred.

The \$600,000± balance of the repayment to the General Fund for school air-conditioning will be effective July 1, 2019.

3. Plan of Conservation and Development

By action at its Tuesday, October 30, 2018 Special Meeting with public hearing, the TP&Z unanimously updated the POCD effective 2018 through 2028. This included some 67 amendments based on comments received by the Council, Conservation Commission, and others during the review process. A copy of the final Plan will be forwarded when complete.

4. Recyclables

The Town's long-term contract with MIRA (formerly CRRA) requires all recyclables to be delivered to the MIRA facility. This does not distinguish between cans and bottles with and without the 5 cent redemption.

5. Hartford Foundation for Public Giving Grant

A grant for \$4,000 was received from Hartford Foundation made possible by the Beatrice Fox Auerbach Foundation Fund for assistance with medical supplies, winter coats, and boots and other basic human needs. A total of \$560,000 supporting 69 agencies was distributed. These funds will be allocated through the Town's Human Services Department and a note of thanks forwarded to HFPG on the Town's behalf.

6. Council Meeting – November 27, 2018

The schedule of regular Council Meetings shows the November 27th meeting to be held as needed. At this point, the next Council meeting is scheduled for Tuesday, December 4th, with no meeting scheduled on the 27th of November.

7. Air-conditioning – 2157 Main Street

This is the Town-owned residential property located immediately north of Town Hall. The property was purchased by the Town in 1988 as a buffer to Town Hall and leased for residential purposes since 1988. The most recent lessee has vacated the home and we are working with a broker to identify a new lessee. As noted at the October 23, 2018 meeting, the prior tenant and current broker indicate central air would be a desired improvement. The cost estimate for a ductless split system is \$17,000. This compares to \$4,000 for purchase of window units and related improvements to the electric service. A difference of \$13,000±. At the most recent Agenda Setting Meeting, I was asked to reference this topic as part of my written report. Should Council wish to proceed with the ductless split system, an allocation from Contingency is suggested.

8. K-9 Unit

Fundraising is well under way in support of the police K-9 unit. To date, \$24,400 is pledged or received with donations by The Rotary Club, Glastonbury Volunteer Fire Company No. 2, The Exchange Club, Martin Luther King Initiative, and residents. An additional grant of \$6,000 is expected to bring funding to over \$30,000. These funds will support the initial investment and as discussed, the expectation is that ongoing contributions will fund annual costs.

9. Aquatic Facility

Moser Pilon Nelson (MPN) and its sub-consultants will work on the aquatic facility project. This will include a series of three public workshops to solicit input and discuss scope options for a potential facility. Workshops are scheduled for the evenings of December 6th, January 14th and February 14th. Time and location to be determined. MPN will also assist in developing a market analysis and business plan of estimated expenses and revenues. I would expect a final report to be presented in early March.

10. 325th Celebration

As noted previously, costs from the 325th celebration on Sunday, September 16th were funded through some \$25,000 in community donations. Council Member Osgood has asked for the estimated number of staff hours required for planning of the event. Planning hours in the 8± weeks leading up to the event were not recorded, however, a reasonable estimate is in the 350-400 hour range. This involves Parks & Recreation, Police, Fire, Marketing, and others. This equals approximately 4-5 hours per week for the various staff members involved in the planning phase. This was handled as part of the work week along with other ongoing assignments. Many staff members attended the event on the 16th as part of their ongoing responsibilities.

11. Absentee Ballots

Council Member Gullotta asked a question on when absentee ballots are counted by the Registrars. I have discussed with Registrars Becker and Murray and should Council have questions in this regard, I suggest the Registrars review at an upcoming meeting.

12. Staff Recognition

Recent thank you letters to members of staff attached for your information.

13. Holiday Fair

The Town will sponsor a Holiday Fair at the Riverfront Boathouse on Sunday, December 9th from 11:00 a.m. to 2:00 p.m. The event will include holiday crafts, snacks and refreshments, cookie decorating, shopping opportunities with local merchants and a visit by Santa. There is no entrance fee for this program, however, there will be items available for purchase. Kol Haverim is expected to participate in the event and we have also contacted Chabad to invite their participation.

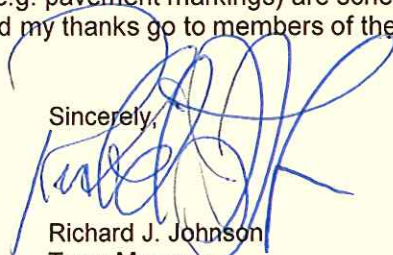
14. Grange Pool

Inspection of the pool area and container following the 2018 summer season indicates a variety of needed repairs. This potential has been discussed over prior capital budget reviews. A project scope and budget is being fine-tuned and I will present a funding request at the December 4th meeting. Absent repairs during spring 2019, Grange Pool will not open for the 2019 summer season.

15. Hebron Avenue Construction

The Hebron Avenue corridor between Main Street and Sycamore Street is open to two-way traffic effective Friday afternoon, November 9th. The roundabout at House Street and Hebron Avenue is also fully functional. Some final construction operations (e.g. pavement markings) are scheduled for the week of November 12th. This was a challenging project and my thanks go to members of the Town staff, contractor, and others for a job well done.

Sincerely,



Richard J. Johnson
Town Manager

RJJ/sal
Attachments

Fund Balance

Preliminary Results

	Adjusted to Exclude Elementary A/C			Unadjusted		
	Estimated 2018	Final 2017	Variance	Estimated 2018	Final 2017	Variance
Nonspendable:						
Prepaid expenses	9,875	20,757		9,875	20,757	
Inventories	192,828	197,871		192,828	197,871	
Total nonspendable	202,703	218,628	15,925	202,703	218,628	15,925

Assigned:

Subsequent year's budget	575,000	575,000		575,000	575,000	
Capital outlay carryforward	216,738	228,378		216,738	228,378	
Unexpended education carryforward	645,538	1,103,706		645,538	1,103,706	
Encumbrances carryforward	219,821	214,358		219,821	214,358	
Total assigned	1,657,097	2,121,442	(464,345)	1,657,097	2,121,442	(464,345)

Unassigned Fund Balance

	23,327,200	24,315,641	(988,441)	23,327,200	24,315,641	(988,441)
Adjusted for Elementary A/C Transfer	2,000,000	-	2,000,000	-	-	-
Unassigned Fund Balance	25,327,200	24,315,641	1,011,559	23,327,200	24,315,641	(988,441)
Total Fund Balance	27,187,000	26,655,711	563,139	25,187,000	26,655,711	(1,436,861)

Post June 30, 2018 Adjustments:

Storm Alfred	(275,000)	-	(275,000)	(275,000)	-	(275,000)
Reimbursement for Elementary A/C*	-	-	-	1,400,000	-	1,400,000
Total Post June 30, 2018 Adjustments	(275,000)	-	(275,000)	1,125,000	-	1,125,000
Unassigned Fund Balance	25,052,200	24,315,641	736,559	24,452,200	24,315,641	136,559
Total Fund Balance	26,912,000	26,655,711	288,139	26,312,000	26,655,711	(311,861)

*An additional \$600K expected to be reimbursed in future period.

susan lauzier

Subject: FW: Hubbard Green Lights

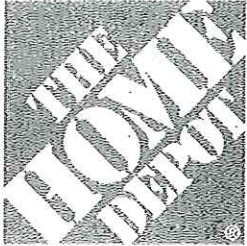
From: Gregory Foran
Sent: Thursday, October 25, 2018 4:45 PM
To: Bob Planeta; Dave Sacchitella
Cc: jason albert
Subject: Hubbard Green Lights

Hi Bob,

Bob Shipman was here and has seen the lights while it is dark. He's very happy. Is the light on a timer or a combo with a photo cell?

Does he owe you anything for misc. parts? He's trying to resolve the accounts and final costs. Thanks very much – a nice project with lots of credit to a lot of special groups and Town Departments! Your help and your guidance from Facilities staff and Dave and you is appreciated!

Gregory A. Foran
Parks Superintendent
Tree Warden
Town of Glastonbury
2155 Main Street
P.O. Box 6523
Glastonbury, CT 06033
Ph - 860-652-7686
Fax-860-652-7692



115 Putnam Blvd. • Glastonbury, CT 06033
(860)657-1184

10/13/18

Glastonbury Police Dept.

Police Chief Marshall Porter

Dear Chief Porter;

I am writing to thank you for your departments participation in the Glastonbury Home Depots annual Safety Day Event!

We had a turnout of over 200 kids! There was a little bit of a mix-up with what vechicals we were supposed to have and how long the event was going to run. Officer Magrey quickly fixed that by bringing his car and calling Officer Hodder to bring a motorcycle.

The kids had a great time exploring both vechicals and loved it when the lights were turned on! Many people, both kids and adults, took turns sitting on the bike taking pictures. It was a fun day!

Near the end of the event all the volunteers were wearing police badge stickers! I love when the community gets involved and learns so much from your department.

I thank you again for helping make our event both fun and informative. You should be proud of your department. Special thanks to Michael Magrey and Jeff Hodder!

Sincerely,

The Home Depot In Focus Team

A handwritten signature in cursive script that reads "Maggie Christ".