

**GLASTONBURY TOWN COUNCIL AGENDA
TUESDAY, JANUARY 22, 2019 – REGULAR MEETING
7:00 P.M. – COUNCIL CHAMBERS, TOWN HALL
2155 MAIN STREET, GLASTONBURY**

Council Members: Thomas P. Gullotta, Chairman; Lawrence Niland, Vice Chairman; Deborah A. Carroll; Dr. Stewart Beckett III; Kurt P. Cavanaugh; Mary LaChance; Jacob McChesney; George P. Norman; Whit Osgood

PUBLIC HEARING AND ACTION ON PUBLIC HEARING – 8:00 P.M.

NO 1 PUBLIC INFORMATION HEARING – RESURFACING OF ROUTE 17 – INSTALLATION OF CENTER LINE RUMBLE STRIPS

1. Roll Call.
 - (a) Pledge of Allegiance.
2. Public Comment.
3. Special Reports.
 - (a)
4. Old Business.
 - (a) Action on proposed amendment to Building Zone Regulations – Excavation and Filling or Removal of Earth Products, Section 6.2.
5. New Business.
 - (a) Presentation and discussion concerning new sidewalk construction along Main Street – Mallard Drive to Stockade Road.
 - (b) Action on 2020-2024 Capital Improvement Projects – preliminary priorities for July 2019 funding (refer to Board of Finance).
 - (c) Action on Agreement between Glastonbury and Marlborough for use of Glastonbury Animal Control Shelter.
 - (d) Action on Capital Improvement Criteria FY2019-2020.
6. Consent Calendar.
 - (a) Action on residential lease renewal of Town-owned property at 1098 New London Turnpike (lease expired December 31, 2018).
7. Town Manager's Report.
8. Committee Reports.
 - (a) Chairman's Report.
 - (b) MDC.
 - (c) CRCOG.
 - (d) Building Zone Regulations Subcommittee (Height Restrictions) – report and recommendation.
9. Communications.
10. Minutes.
 - (a) Minutes of January 8, 2019 Regular Meeting.
11. Appointments and Resignations.
 - (a) Resignation of James Honiss from the Welles-Turner Library Board (R-2019).
12. Executive Session.
 - (a) Draft terms and conditions for potential sale of Town-owned land – Western Boulevard.



Town of Glastonbury

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

PUBLIC HEARING NO. 1
01-22-2019 Meeting

Richard J. Johnson
Town Manager

January 18, 2019

The Glastonbury Town Council
2155 Main Street
Glastonbury, CT 06033

Re: Route 17 – Center Line Rumble Strips

Dear Council Members:

State DOT advises of plans to resurface Route 17 between Water Street (300 feet southerly) and the Glastonbury/Portland Town line. Work is planned for summer 2019. Glastonbury and Portland have been asked to comment on the potential to include center line rumble strips as part of the project. Basically to indicate whether rumble strips are supported. As I understand, the Town of Portland has granted approval and there are currently center line rumble strips along Route 17 in Portland southerly of the work planned for 2019. The question involves balancing driver safety with potential disturbance to adjoining properties.

A public information hearing is scheduled for Tuesday evening. A representative from State DOT will attend along with Chief Porter to discuss the proposal.

"BE IT RESOLVED, that the Glastonbury Town Council hereby (supports) or (respectfully declines) installation of center line rumble strips as part of the Route 17 repaving project planned by State DOT for construction in summer 2019, as described in a report by the Town Manager dated January 18, 2019."

Sincerely,

Richard J. Johnson
Town Manager

RJJ/sal
Attachments

You Are Invited To A
PUBLIC INFORMATION MEETING

RESURFACING OF ROUTE 17
INSTALLATION OF CENTER LINE RUMBLE STRIPS
TO BE HELD

Tuesday, January 22, 2019

at 8:00 P.M.

*Town Hall
Council Chambers
2155 Main Street
Glastonbury, Connecticut*

The State Department of Transportation has announced plans to resurface Route 17 extending from 300 feet south of Water Street in Glastonbury to the Portland Town line. The work is planned for the 2019 construction season. As part of the project, Glastonbury and Portland have been asked to formally comment on plans to install center line rumble strips as part of the project.

The Glastonbury Town Council has scheduled a public information hearing on Tuesday, January 22, 2019 at 8:00 p.m. in the Council Chambers of Town Hall, 2155 Main Street to hear public comment in this matter.



Glastonbury Police Department Chief of Police

To: Richard J. Johnson, Town Manager
From: Chief Marshall S. Porter
Date: January 16, 2019
Subject: Route 17 Centerline Rumble Strips

RECEIVED
2019 JAN 17 AM 8:09
TOWN MANAGER

The State of Connecticut Department of Transportation (CTDOT) notified us that Route 17, from the Portland town line to Water Street (4.3 miles), is a candidate for 2019 centerline rumble strip (CLRS) installation. CTDOT considers the following criteria for installation:

- Roadway geometry (lane and shoulder width)
- Speed limits (≥ 35 mph)
- Asphalt condition
- Traffic volume (2,000+ vehicles/day)
- Length of proposed area (≥ 1 mile)
- Residential density of the area ($\geq 1000'$ from road)ⁱ

Though crash data is not a consideration for installation, we have had two crashes over the past three years where CLRS may have been beneficial.ⁱⁱ

CLRS are designed to create noise and vibration when a driver is in danger of crossing into the opposing traffic lane. They may also help drivers identify their lane when visibility is limited. Installation of CLRS are part of Connecticut's plans to significantly reduce fatal and serious injury accidents by 2021. Many studies from other states have found significant reductions in crashes after CLRS installation.ⁱⁱⁱ

So long as CTDOT has met its own warrants for determining the area is suitable, I recommend approving and supporting the installation.

ⁱ There are approximately 80-90 residences in the area.

ⁱⁱ They were related to speed and intoxication; so rumble strips may not have been effective.

ⁱⁱⁱ Rural roads: Up to 30% total reduction; 44% reduction in fatal injuries. Urban Roads: Up to 40% total reduction; 60% reduction in fatal injuries.

Connecticut Strategic Highway Safety Plan

Reducing Head-on Crashes Centerline Rumble Strips



Nationwide, 75 percent of opposite direction fatal crashes occur on undivided two-lane roads. In Connecticut, approximately 30 deaths and 1,000 injuries occur each year from drivers inadvertently crossing the centerline of a roadway, resulting in potentially devastating head-on and sideswipe crashes.

WHAT ARE CENTERLINE RUMBLE STRIPS?

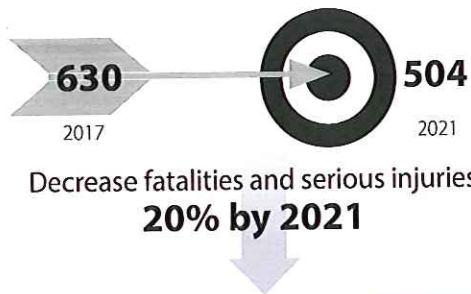
Centerline rumble strips (CLRS) are grooves embedded into the centerline of the roadway, which are then painted over with standard yellow centerline markings. When the tires of a vehicle come into contact with the grooves, they produce noise and vibration.

HOW DO CLRS MAKE CONNECTICUT'S ROADS SAFER?

The noise and vibration generated when a vehicle drives over a CLRS alert drivers that they are in danger of crossing into the opposing lane of traffic. In addition, because of the shape of the groove, the reflective yellow centerline markings can be more visible during dark and wet weather conditions. This helps clarify to drivers where the center of the roadway is when visibility is limited.

A proven safety countermeasure, CLRS are being installed across Connecticut as part of the state's plan for significantly reducing fatalities and serious injuries by 2021.

SHSP Roadway Departure Goal



By the numbers...



HEAD-ON & OPPOSITE-DIRECTION SWIDESWIPE CRASHES



Studies show installing centerline rumble strips on two-land roads reduces crashes by up to:

Rural Roads

30%
TOTAL

44%
FATAL INJURY

Urban Roads

40%
TOTAL

60%
FATAL INJURY

Source: D. J. Torbic, J. M. Hutton, et al., *NCHRP Report 641: Guidance for the Design and Application of Shoulder and Centerline Rumble Strips*, (Washington, DC: Transportation Research Board, 2009).

CENTERLINE RUMBLE STRIPS IN CONNECTICUT

Where will Connecticut consider applying CLRS?

TRAFFIC VOLUME

On roadways where average daily traffic is at least 2,000 vehicles per day.

PAVEMENT

On roadways where the pavement has been overlaid in the last three years and is in good condition.

ROADWAY WIDTH

On roadways with a minimum of 14 feet of width from the centerline to the edge of pavement.

SPEED

On roadways where the speed limit is 35 mph or greater.

LENGTH

On roadways where the length of the proposed centerline rumble strips segment is approximately one mile.

DENSITY

In locations with low residential density where residences are typically 100 feet or more from the edge of road.

Connecticut is one of at least 36 other States using CLRS to reduce crashes.

CLRS are being used across the country to improve safety, and the results have been highly positive. For example, where CLRS were installed along a 2.9 mile section of US 310 in Delaware, crash data showed the average number of head-on crashes declined by 95 percent annually.¹

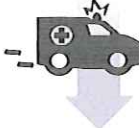
In Michigan, a before-and-after crash study of 5,400 miles of CLRS installations found significant reductions across all crash severities and lane departure crash types, including:

Reductions up to:


50%
HEAD-ON
CRASHES


46%
RUN-OFF-ROAD
CRASHES


51%
FATAL
CRASHES


41%
SERIOUS
INJURY CRASHES²

As of December 2018, Connecticut has installed 375 miles of CLRS on the state system and 86 miles on local roads. Although formal before-and-after studies have not been conducted to assess the effectiveness of these installations, preliminary findings are positive and show the potential for significant crash reductions—possibly as much as 30 percent.



Based on crash data from 2006-2008, New York State Department of Transportation determined that installation of CLRS on the 7,040 miles of roadway that meet the state's installation criteria would save:



\$85 million each year

**\$1.7 billion
over 20 years**

The resulting benefit to cost ratio is more than 75:1



Source: New York State Department of Transportation, "Centerline Rumble Strips" web page. Available at: <https://www.dot.ny.gov/programs/rumblestrips/centerrumblestrips>

¹ B. Persaud, R.A. Retting, and C. Lyon, *Crash Reduction Following Installation of Centerline Rumble Strips on Rural Two-Lane Roads*, (Insurance Institute for Highway Safety, 2003).

² Michigan Department of Transportation, "Rumble Strips Are Busy Saving Lives" web page. Available at: <http://www.michigan.gov/mdot/0,16077-151-191394--,00.html>



U.S. Department of Transportation
Federal Highway Administration

PROVEN SAFETY COUNTERMEASURES



Longitudinal Rumble Strips and Stripes

SAFETY BENEFITS:



CENTER LINE RUMBLE STRIPS

44-64%

Head-on, opposite-direction,
and sideswipe fatal and
injury crashes

SHOULDER RUMBLE STRIPS

13-51%

Single vehicle, run-off-road
fatal and injury crashes



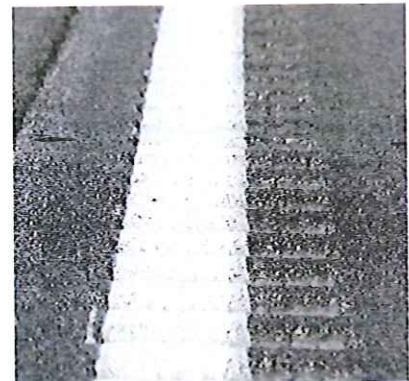
Shoulder rumble strips and center line rumble strips are installed on this roadway.

Source: FHWA

Longitudinal rumble strips are milled or raised elements on the pavement intended to alert drivers through vibration and sound that their vehicles have left the travel lane. They can be installed on the shoulder, edge line of the travel lane, or at or near center line of an undivided roadway.

Rumble stripes are edge line or center line rumble strips where the pavement marking is placed over the rumble strip, which can result in an increased visibility of the pavement marking during wet, nighttime conditions.

With roadway departure crashes accounting for more than half of the fatal roadway crashes annually in the United States, rumble strips and stripes are designed to address these crashes caused by distracted, drowsy, or otherwise inattentive drivers who drift from their lane. They are most effective when deployed in a systemic application since driver error may occur on all roads.



Example of an edge line rumble stripe.

Source: Missouri DOT

Transportation agencies should consider milled center line rumble strips (including in passing zone areas) and milled edge line or shoulder rumble strips with bicycle gaps for systemic safety projects, location-specific corridor safety improvements, as well as reconstruction or resurfacing projects.

Source: NCHRP Report 641, *Guidance for the Design and Application of Shoulder and Centerline Rumble Strips*.

→ For more information on this and other FHWA Proven Safety Countermeasures, please visit <https://safety.fhwa.dot.gov/provencountermeasures>.

FHWA-SA-17-059



Investment in roadway safety saves lives
<http://safety.fhwa.dot.gov>



Town of Glastonbury

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

ITEM #4(A)
01-22-2019 Meeting

Richard J. Johnson
Town Manager

January 18, 2019

The Glastonbury Town Council
2155 Main Street
Glastonbury, CT 06033

Re: Building Zone Regulations - Excavation

Dear Council Members:

Action on proposed amendments to Section 6.2 of the Building Zone Regulations entitled "Excavation and Filling Or Removal Of Earth Products" is scheduled for Tuesday evening. This proposal was the subject of public hearing concluding at the January 8th meeting. The proposed amendments to the regulation are shown on the attached page to include revised language on the minimum setback for access roads. To follow up discussion at the January 8th meeting, the following options are suggested for your consideration.

Grandfathering

Any excavation operation with a valid special permit approved by the Town Plan and Zoning Commission as of December 1, 2018 shall be exempt from the minimum setback requirement for access roads established by Section 6.2.7.a. All new special permit applications seeking approval for excavation operations that did not have a valid permit on December 1, 2018, shall be subject to all other criteria of Section 6.2, including the minimum setback requirement for access roads in Section 6.2.7.a.

Legislative Intent

When taking action on the proposed amendments, Council can indicate as follows: "that in approving amendments to Section 6.2, it is the Council's intent that the minimum setback for access drives for excavation operations with a valid permit on December 1, 2018, be considered a legal nonconforming use for the purposes of the minimum setback required for access roads established under Section 6.2.7.a

In discussing with the Town Attorney, there is a preference for the legislative intent given case law concerning legal nonconforming uses.

"BE IT RESOLVED, that the Glastonbury Town Council hereby approves amendments to Section 6.2 of the Building Zone Regulations entitled "Excavation and Filling Or Removal Of Earth Products" as recommended by the Town Plan and Zoning Commission and with further amendments to Sections 6.2.7.3 and 6.2.7.2 with such amendments effective February 18, 2019, as described in a report by the Town Manager dated January 18, 2019."

Note: Action to include grandfathering or legislative intent as applicable.

Sincerely,


Richard J. Johnson
Town Manager

RJJ/sal
Attachments

6.2 Excavation And Filling Or Removal Of Earth Products

6.2.0 The excavation and filling or removal of earth products is a permitted special permit use in all zones, subject to the requirements of the specific zone or zones in which the excavation operations ~~is~~are located, the provisions of Section 12 of these Regulations, and any other review and approval which may be required by these Regulations, ~~and any other review and approval which may be required by these Regulations, and in addition,~~ including the conditions, standards and requirements set forth in this Section 6.2.

6.2.1 Authorization For Special Permit For Excavation And Filling Or Removal Of Earth Products
Pursuant to Section 7-148 of the Connecticut General Statutes, ~~Revision of 1958 as amended,~~ the Town Plan and Zoning Commission is authorized to grant a special permit for the excavation and filling or removal of earth products in the Town of Glastonbury, and the Town Building Official is authorized to enforce these Regulations and any conditions connected with any such special permit.

6.2.2 Purpose

The purpose of these Regulations is to:

- ~~a.~~a. Regulate the conditions and operations of excavating, grading, filling and removal of earth, sand, stone, gravel, soil, minerals, loam, fill, clay, peat moss and any other earth products;
- ~~b.~~b. Prevent conditions detrimental to the public health, safety and general welfare, including but not limited to, erosion, creation of dangerous open pits, stagnant water bodies, nuisances, or permanent damage to the landscape;
- ~~c.~~c. Conserve and preserve wetlands, watercourses and water storage areas, the value of adjoining and surrounding properties, and the land itself for future useful purposes;
- ~~d.~~d. Assure continuity of ~~operation~~operations at a given location until a deposit is fully utilized in conformance with these Regulations; and
- ~~e.~~e. Minimize or eliminate any deleterious effects on adjacent or nearby land uses and prevent the ~~emergency~~emergence of any blighting influences.

6.2.3 Definition

For the purpose of these Regulations:

- a. ACCESS ROAD. The phrase "access road" shall mean a road conforming to the criteria of Section 6.2 of these regulations that provides a means of ingress and egress from a public road or right of way to the permitted area on a premises where there are excavation operations taking place.
- ~~a.~~b. EXCAVATION OPERATIONS. The phrase "excavation operations" shall include the following:
 - (i). Any operations involving excavating, grading, filling or removal of earth, sand, stone, gravel, soil, minerals, loam, fill, clay, peat moss, and any other earth products, including the storage of those earth products, in a permitted area located in the Town of Glastonbury;

and (ii). The transportation on land or roads, public or private, in the Town of Glastonbury of any such products from ~~the site of~~ such an operation, if ~~site it~~ is (A) located within the Town of Glastonbury or (B) located in a town contiguous or adjacent to Glastonbury, and has, as its sole means of direct ingress and egress, private land or public or private roads in the Town of Glastonbury.

c. PERMITTED AREA. The phrase “permitted area” shall mean the limits of the area within the premises for which a permit or permits exist or are requested for excavation operations as defined in Section 6.2.3.b.i of these Regulations, storage area, and processing of earth materials.

d. PREMISES. “premises” shall mean the entire parcel of land within which the permitted area is proposed.

e. ~~b.~~ WATERCOURSES. “Watercourses” shall mean rivers, streams, brooks, waterways, lakes, ponds, marshes, swamps, bogs and all other bodies of water, natural or artificial, public or private, which are contained within, flow through or border upon the Town of Glastonbury, or any portion thereof, not regulated pursuant to ~~Section Sections~~ Sections 22a-7h28 to 22-7e, inclusive, a-35 of the ~~1969 supplement to the~~ Connecticut General ~~Statutes, as amended~~ Statutes.

f. ~~e.~~ WETLANDS. “Wetlands” shall mean land, including submerged land, not regulated pursuant to Sections 22a-7h28 to 22-7e, inclusive, a-35 of the ~~1969 supplement to the~~ Connecticut General ~~Statutes, as amended~~ Statutes, which consists of any of the soil types designated as poorly drained, very poorly drained, alluvial and flood plain by the National Cooperative Soils Survey, as may be amended from time to time, of the Soil Conservation Service of the United States Department of Agriculture.

6.2.4 Requirements For Special Permit For Excavation Operations

Excavation operations shall begin or continue only after the owner of the premises has received a special permit in accordance with the provisions of these Regulations; A special permit for excavation operations shall be required except in the case ~~of the~~ of the following operations:

~~a.~~ a. Excavation operations within the actual rights-of-way of public streets or highways of either the Town of Glastonbury or the State of Connecticut or within the streets or roads as shown on a subdivision map or a plan of development map approved by the Town Plan and Zoning Commission.

~~b.~~ b. Excavation operations within a ~~premise~~ premises as directed and approved by the Town Building Official as a result of bona-fide construction operations, such as building erection, for which operation a building permit has been issued by the Town Building Official.

~~e.~~ c. Excavation operations completely within a premises as a result of bona-fide landscaping, agricultural, or construction operation for which operation no building permit is required from the Town of Glastonbury, as directed and approved by the Town Building Official, provided that no such excavation operation shall result in removal or filling in of more than six hundred (600) cubic yards of earth products for each individual premises.

~~d.~~d. Excavation operations conducted in accordance with and pursuant to a special permit granted by the Town Plan and Zoning Commission prior to (the effective date of these ~~regulations~~Regulations).

The permittee or owner of any premises or rights-of-way falling within the provisions of Sections 6.2.4 a, b, c ~~and~~or d above, from or into which any earth products have been removed or filled, shall, within thirty (30) days after the completion of such excavation operations or any substantial portion thereof, grade and cover any exposed areas where removal or filling takes place with not less than four (4) inches of topsoil or loam removed from such premises or rights-of-way and seed with a suitable cover crop or cultivation acceptable to the Town Building Official. Any such seeding shall be sowed at a rate not less than three (3) pounds of seed for every one thousand (1000) square feet of area covered. This requirement may be held in abeyance during the months of November, December, January and February.

Notwithstanding Sections 6.2.4a, 6.2.4b, and 6.2.4c above, a special permit in accordance with the provisions of these Regulations shall be required for any excavation operations (except those described in Section 6.2.4d above) within one hundred (100) feet of the high water level (line) of any watercourses or wetlands. HOWEVER, EXCAVATION OPERATIONS CONDUCTED IN ACCORDANCE WITH SECTIONS 6.2.4A, 6.2.4B ~~AND/OR~~ 6.2.4C-AND, WHICH HAVE RECEIVED A WETLANDS PERMIT FROM THE GLASTONBURY INLAND WETLANDS AND WATERCOURSE AGENCY, SHALL NOT ALSO REQUIRE A SECTION 6.2 SPECIAL PERMIT. In addition, excavation operations as such phrase is used in Sections 6.2.4a, 6.2.4b, and 6.2.4c above shall not include the operation of disposing of said earth products after removal or the operation of obtaining said earth products prior to filling in. Said disposition and/or obtaining of earth products shall require a special permit in accordance with the provisions of these Regulations. EFFECTIVE JANUARY 29, 1996.

6.2.5 Permitted Stipulations With Special Permit For Excavation

The Town Plan and Zoning Commission may, after applying these Regulations in harmony with their purposes, stipulate such restrictions as appear to the Commission to be reasonable to protect the rights of individuals, property values in the area as a whole, and the public health, safety and welfare and which promote sound land use and resource excavation practices.

6.2.6 Criteria For Evaluating A Special Permit For Excavation.

The Town Plan and Zoning ~~commission~~Commission shall evaluate each and every application for a special permit for excavation operations and shall consider the provisions of this Section 6.2 in light of the following criteria (at a minimum):

~~a.~~a. APPROPRIATENESS OF LOCATION. The compatibility of the proposed excavation operations with the adopted Town Plan of Conservation and Development; and the specific zone and neighborhood, including but not limited to property values, noise levels, traffic, odor, dust, general appearance and surrounding development, both existing and proposed.

~~b.~~b. CONFORMANCE. Conformance with the Glastonbury Building- Zone Regulations, other applicable Town Codes or ordinances, and the purposes of these Regulations as set forth in Section 6.2.2.

~~e.~~c. SAFETY. Accessibility for emergency vehicles and equipment; potential for increased fire or traffic hazards; potential for damage to Town roads, bridges or other public facilities.

- d. HISTORIC AND SCENIC. Potential for destroying or defacing historic areas or scenic landmarks or otherwise being detrimental to a neighborhood or altering a neighborhood's essential characteristics.
- e. TRAFFIC. Impact of anticipated additional vehicular traffic generated by the excavation operation on local access, town and state roads. This impact will be evaluated in conjunction with the impact of truck traffic generated by all of the excavation operations at the time of application for the permit.

6.2.7 Required Standards For A Special Permit For Excavation Operations

Prior to approving any application for a special permit for excavation operations, the Town Plan and Zoning Commission shall consider each such operation in terms of the criteria set forth in the preceding Section 6.2.6 and shall determine whether such operations conform to the following standards. Failure of the operations to properly satisfy the criteria set forth in Section 6.2.6 or to conform to any of the following standards shall be sufficient reason for the ~~commission~~Commission to deny or withhold the special permit.

The following standards are minimum requirements for excavation operations and the Town Plan and Zoning Commission may require additional or ~~more strict~~stricter provisions for particular excavation operations based on the criteria set forth in Section 6.2.6.

a. ~~Site~~. Excavation Operation Standards

1. ~~SITE~~1. OPERATION SIZE. There shall be no minimum or maximum ~~site size for~~ permitted area size for excavation operations, except that the Commission may fix a maximum and/or minimum ~~site permitted area size~~ permitted area size based on the criteria in Section 6.2.7 herein, the extent of the excavation operation is completed of these Regulations. Prior to the issuance of any special permit for excavation operations, boundaries of the ~~site permitted area and premises~~ shall be clearly surveyed and marked with permanent monuments by a Connecticut Registered Land Surveyor. AMENDED EFFECTIVE APRIL 23, 1974.

2.2. MINIMUM SETBACKS. ~~All excavation operations~~ The permitted area shall be located at least fifty (50) feet from any property line, public street, road or highway right-of-way, ~~public street, road or highway right-of-way, except as may otherwise be permitted by the Commission~~ and shall be arranged and aligned to minimize traffic dangers and nuisance to surrounding properites and the general public. In evaluating minimum setback distances for an excavation operation, the Commission shall consider the criteria in Section 6.2.6 of these Regulations.

The Town Plan and Zoning Commission shall require a landscape plan to provide adequate screening of a permitted area that is located up to between fifty (50) and one-hundred (100) feet from any property line, public street, road or highway right-of-way to ensure minimal impact on surrounding property owners. In evaluating the landscape plan and screening options, the Commission shall consider the criteria in Section 6.2.6 of these Regulations.

3.3. ACCESS ROADS. All vehicular access to any permitted area shall be arranged and aligned to minimize ~~danger to~~ traffic dangers and nuisance to surrounding properties and the general neighborhood. All access roads shall be a minimum of ~~100~~50 feet in

length and shall have a minimum setback of 50 feet from any abutting property line, except that the Town Plan and Zoning Commission based on the criteria established in Section 6.2.6 may increase the minimum setback of these Regulations. All access roads shall be finished with a properly bound material so as to provide a durable and anti-tracking surface to the public street from the work area and shall be so designated on the site plan map required by Section 6.2.8.b of these Regulations.

The Town Plan and Zoning Commission will require a landscape plan to provide adequate screening of access roads located up to one-hundred (100) feet from any property line, public street, road or highway right-of-way to ensure minimal impact on surrounding property owners. In evaluating such other locations and the landscape plan and screening options, the Commission shall consider the criteria in Section 6.2.6 of these Regulations.

~~4.4.~~ FENCES. All ~~accesses~~access points to any excavation ~~operations~~operation shall be barred by an appropriate fence and/or gate.

~~5.5.~~ BUILDINGS AND STRUCTURES. No buildings or structures related to ~~the~~ excavation operations shall be permitted or erected on the premises during the excavation operation ~~except as may be permitted~~unless approved by the Town Plan and Zoning Commission after consideration of the criteria in Section 6.2.6 of these Regulations and subject to any conditions set forth by the Commission.

All such buildings and structures shall be located a minimum distance of one hundred (100) feet from any residential zone or any residential property in any zone. ~~except as may otherwise be permitted by the Commission.~~

Any permitted buildings and structures shall be properly maintained and shall conform to all applicable codes and ordinances of the Town of Glastonbury. Any such building or structure that has not been used for a period of one continuous year shall be removed from the premises by the ~~owner~~permittee, and all buildings and structures related to the excavation operations shall be dismantled and removed from the premises by the ~~owner~~permittee not later than sixty (60) days after termination of the excavation operations or expiration of the special permit.

~~6.6.~~ MACHINERY AND EQUIPMENT. No fixed machinery or equipment shall be permitted, erected or maintained on the premises, and no screening, sifting, washing, crushing or other forms of processing shall be conducted on the premises, except as may be permitted by the Town Plan and Zoning Commission after consideration of the criteria in Section 6.2.6 of these Regulations and subject to any conditions set forth by the Commission.

All fixed equipment and machinery shall be located a minimum distance of three hundred (300) feet from any residential zone or any residential property in any zone, except as may otherwise be permitted by the Commission.

All equipment and machinery, whether fixed or not, shall be properly maintained and stored and shall be dismantled and removed from the premises by the owner or permittee not later than sixty (60) days after the termination of the excavation operations or expiration of the special permit.

~~b.~~b. Operating Standards

- ~~1-1.~~ HOURS OF OPERATION. Operating hours for excavation operations shall be restricted to weekdays (Monday through Friday), between the hours of 7 a.m. and 4 p.m., except ~~as that shorter hours~~ may ~~otherwise be permitted~~ required by the Town Plan and Zoning Commission after considering the criteria in Section 6.2.6 of these Regulations. Excavation operations shall not be allowed on legal State holidays with the exception of Columbus Day and Veterans Day. Equipment startup and/or engine idling on or adjacent to the site premises shall not be permitted prior to the approved hours of operation.
- ~~2-2.~~ EQUIPMENT AND MACHINERY. All equipment and machinery shall be maintained in good repair and operated in such a manner as to minimize noise, vibration, smoke dust, unsightly conditions and any other nuisance.
- ~~3-3.~~ DUST AND WIND EROSION. All storage areas, yards, access roads, service roads or other untreated open areas within the premises shall be improved with proper landscaping, paving or other appropriate materials to minimize dust, other windblown air pollutants and wind erosion.
- ~~4-4.~~ SPILLAGE/VEHICLE AND EQUIPMENT IDENTIFICATION. To prevent spillage from vehicles or equipment and windblown air pollution, any truckload of earth material which is to travel on a public street shall be covered with tarpaulin or other suitable material. All commercial haulers shall utilize vehicles clearly marked with the hauler's name and an identification number. Vehicles or equipment with a hauling capacity of less than 8 cubic yards shall be exempt from the above marking/identification requirements.
- ~~5-5.~~ DRAINAGE AND WATER EROSION. The ~~owner and operator of the premises~~ permittee shall provide proper drainage, as approved by the Town Plan and Zoning Commission, at all stages during and after completion of the excavation operations to prevent the collection and stagnation of water, interference with or disturbance of the flow, banks or bed of any watercourse, the erosion of the premises or adjoining properties or any other harmful effects to adjoining properties or the future use of the premises.
- ~~6-6.~~ NATURAL WATER OR DRAINAGE AREAS. No watercourse, wetland or drainage area shall be altered in any way until and except as approved by the Glastonbury Inland Wetlands and Watercourses Agency and the Town Plan and Zoning Commission, subject to any conditions set forth by the Agency and Commission. No waste products or process residues from any excavation operations shall be disposed of in any watercourse, wetland or drainage area. Particular concern and precaution shall be taken in the case of watercourses, wetlands and drainage areas regarding filtration, sedimentation, stabilization and grading.
- ~~7-7.~~ LATERAL SUPPORT. Adequate provisions, as approved by the Town Plan and Zoning Commission, shall be provided for the lateral support and stabilization of all banks and slopes. No bank, both during the operation (except during the time of actual active excavation or filling in a particular location) and upon completion of the operation, ~~shall exceed a slope of one upon completion of the operation,~~ shall exceed a slope of one (1) foot of vertical rise in three (3) feet or horizontal distance (i.e., 3:1), except that in any case the acceptable slope shall be determined by the Commission after consideration of the criteria in Section 6.2.6 of these Regulations.

In appropriate instances, as determined by the Commission, terracing of banks to achieve a proper slope and insure adequate support and stabilization of such banks, may be permitted subject to any conditions or limitations set forth by the Commission.

~~8-8.~~ STOCKPILING AND OVERBURDEN. All overburden shall be stockpiled in windows or concentrated piles and stabilized (and appropriately covered, if necessary) in a manner acceptable to the Town Plan and Zoning Commission so as to prevent its erosion by either wind or water and so that it does not become a source of dust or other windblown air pollutants.

There shall be no stockpiling of materials within one hundred (100) feet of any property line.

~~9-9.~~ TOPSOIL PRESERVATION. ~~At a minimum of,~~ the top four (4) inches of soil shall be set aside on the premises for re-spreading over the excavated area in accordance with these Regulations. Such topsoil stockpiles shall not be sold or removed from the premises and shall be treated, as approved by the Town Plan and Zoning Commission, to prevent the effects of erosion by wind or water ~~and shall not be sold or removed from the premises,~~ which treatment shall be approved by the Town Plan and Zoning Commission.

~~10-10.~~ LOAMING AND ~~SPEEDING~~, SEEDING. No later than sixty (60) days after expiration of the special permit or completion of the excavation operations or any substantial portion thereof, any exposed area where filling or removal has taken place shall be covered to a depth of not less than four (4) inches with topsoil or loam and seeded with a suitable cover crop acceptable to the Town Plan and Zoning Commission and the Town Building Official. This requirement may be held in abeyance during the months of November, December, January and February.

~~11-11.~~ SCREENING AND LANDSCAPING. The Town Plan and Zoning Commission may require excavation premises and/or operations to be properly screened from adjoining properties or public streets because of the location, size, extent or intensity of the operations, particularly in the case of any permitted structures, buildings or fixed equipment and machinery.

~~12-12.~~ CURBS AND SIDEWALKS. It shall be the responsibility of the operator of the excavation operations to repair, immediately, any damage to any sidewalks, curbs, surface drains or other improvements or utilities that may be caused as a result of the excavation operations.

~~13-13.~~ SAFETY. Proper safety measures for within the premises and for the surrounding area shall be clearly set forth and strictly adhered to at all times to protect the health, welfare and safety of all individuals and property.

All operations shall be conducted in a safe manner to prevent hazards to persons, physical damage to adjacent land or improvements, and damage to any road, street, highway or property because of slides, sinking or collapse.

6.2.8 APPLICATION FOR SPECIAL PERMIT FOR EXCAVATION OPERATIONS. Every application for a special permit for excavation operations shall be made in a form and in accordance with procedures established by the Town Plan and Zoning Commission. If the applicant is not the owner of the premises, the owner's written consent shall be required at the

time the application is filed. At a minimum, the application shall also include the following supporting documentation:

~~a.~~a. A properly certified key map of the general area at a scale of 1" = 200" showing:

- ~~1.~~1. boundary and owner of record of the premises in question;
- ~~2.~~2. boundaries and owners of record of all adjacent properties;
- ~~3.~~3. topography and contours of the premises and all land within five hundred (500) feet of the boundaries of the premises, with the contour interval being two (2) feet if the ground slope is three (3) percent or less and five (5) feet if the ground slope is more than three (3) percent;
- ~~4.~~4. existing land use(s) on the premises and within five hundred (500) feet of the boundaries of the premises;
- ~~5.~~5. all natural watercourses, wetlands and drainage areas on the premises and within five hundred (500) feet of the boundaries of the premises;
- ~~6.~~6. all public and private roads which provide access to the premises; and
- ~~7.~~7. all existing utilities and easements on the premises.

~~b.~~b. A properly certified site plan map, in triplicate, at a scale not smaller than 1" = 100' conforming, at a minimum, to the requirements of Class A-2 Transit Surveys as set forth in the Code of Recommended Practice for Standards of Accuracy in Maps, and showing:

- ~~1.~~1. the entire boundary and acreage of the premises, and permitted area boundary;
- ~~2.~~2. the number of cubic yards of earth products to be involved in the excavation operations, differentiating between fill and removal;
- ~~3.~~3. all information shown on the key map as it relates to the premises;
- ~~4.~~4. proposed contours and finished grades of the permitted area at the completion of the excavation operations, and for any interim stages, contour intervals to be the same as for the key map;
- ~~5.~~5. acres of active operation and stockpiling, differentiating between removed topsoil stockpiling and stockpiling of other materials;
- ~~6.~~6. means of vehicular access to the permitted area on the premises, including but not limited to all access roads;
- ~~7.~~7. average thickness of overburden in the area proposed for any excavation operations;
- ~~8.~~8. any staging of active areas of excavating operations;
- ~~9.~~9. location of any proposed buildings and structures and fixed equipment and machinery; and
- ~~10.~~10. such additional information so as to clearly indicate complete compliance with the required standards for a special permit for excavation operations set forth in Section 6.2.7.

~~e-c.~~ Performance bond, with adequate surety, in accordance with the provisions set forth in Section 6.2.10.

The Town Plan and Zoning Commission may require the applicant to provide additional information in sufficient detail to enable the Commission to clearly evaluate the proposed excavation operations in terms of the criteria set forth in Section 6.2.6 and in order to determine compliance with the standards set forth in Section 6.2.7.

In addition, the Commission shall require the review and advisory report of the Glastonbury Conservation Commission as to the environmental impact of the proposed operations and may require the review and advisory report of other agencies and officials, ~~such as~~ including but not limited to the Soil and Water Conservation District, particularly when natural water areas or drainage basins may be involved in the excavation operations.

The applicant may, at his discretion, unless otherwise required by the Commission, submit additional appropriate and accurate information such as vertical aerial photographs at a scale 1" = 200" to support his documentation.

6.2.9 Public Hearing

After receipt of the application and accompanying maps and supporting documents, the Town Plan and Zoning Commission shall hold a public hearing after notice has been published at least once, not less than five (5) days nor more than fourteen (14) days prior to the date of the hearing, in a newspaper having a substantial circulation in the Town of Glastonbury. The Commission ~~may~~ shall require the applicant to provide written notice to ~~be given to~~ all adjacent property owners on the same schedule as the published notice. The notice shall state, at a minimum, the time and place of the hearing; the name of the applicant and owner of the premises, if different; the premises for which the excavation operations are proposed; and the number of cubic yards of earth products which the applicant proposes to fill and/or remove. The applicant shall provide the Commission with certificates of mailing prior to the start of the public hearing.

6.2.10 Performance Bond

Prior to the issuance of any special permit for excavation operations, the owner of the premises or the ~~owner and the tenant under a written lease~~ applicant, shall post a performance bond with and in favor of the Town of Glastonbury, in an amount and with surety approved by the Town Plan and Zoning Commission but not less \$3,500 for each acre of land to be used for active excavation operations Engineer and Director of Planning and Land Use Services, sufficient to guarantee complete conformity with the provisions and standards of these Regulations or any supplemental agreement called for by the Town Plan and Zoning Commission, with the approved finish grades as shown on the site plan map submitted with the application, and with any approved interim stage grade requirements shown on the site plan map or required by the Commission. The agreement filed with the bond shall, among other things, grant the Town the right of access to perform all necessary rehabilitation of bonded property in the event of forfeiture of the performance bond. No such performance bond shall be released by the Town Plan and Zoning Commission until and after all provisions, conditions and requirements set forth herein have been completely met and fulfilled.

6.2.11 Special Permit Requirements

After the public hearing and after the necessary performance bond(s) required by Section 6.2.10 of these Regulations is properly secured and provided the Town Plan and Zoning Commission is satisfied that the proposed excavation operations completely conforms to the purposes, criteria and standards of these Regulations, the Commission may issue a special permit for the excavation operations, subject to conditions including the following:

~~a.~~a. Time Period. The Commission may grant a special permit for excavation operations for a limited period of time, but in no case shall a special permit be issued for a period longer than 24 months.

In fixing the period of time for the special permit, the Commission shall consider the size and location of the area proposed for excavation operations, the overall magnitude of the operations, and the character and development of the surrounding neighborhood, both existing and proposed.

~~b.~~b. Monthly Reports. All excavators shall submit monthly reports to the Town Plan and Zoning Commission which specify the number of vehicle trips completed during that month. Additionally, the Commission may require that an updated site plan map be completed during the term of an excavation if it is deemed necessary to determine the operation's compliance with these Regulations.

~~e.~~c. Expiration Of Permit. Any special permit for excavation operations shall expire and become null and void at the time the excavation operations are completed to the limits shown on the approved application and site plan map.

~~d.~~d. Change Or Extension Of Permit. Nothing herein shall prevent the applicant from filing a revised site plan map, modifying, expanding or reducing the scope and area of the excavation operations originally approved by the Town Plan and Zoning Commission, except that any such expansion of the operations beyond the limits approved by the Commission shall be considered a new application and shall require complete conformance with all the requirements of these Regulations.

~~e.~~e. Compliance With Special Permit. All excavation operations shall comply with all the standards and conditions set forth in its special permit as approved by the Town Plan and Zoning Commission. ~~Failure~~ Failure to comply with all such standards and conditions shall make the special permit null and void ~~at the time of such failure to comply~~ in accordance with Section 11 of these Regulations and a new application shall be required in conformance with the provisions of these Regulations for any continued operation of the excavation operations. ~~If there is noncompliance with any standards or conditions, the excavator shall report to the next regularly scheduled Town Plan and Zoning Commission meeting to explain such noncompliance.~~

The Town Building Official may, at his discretion and after inspection of the premises, permit minor deviations from the approved application and site plan map during the operation of the excavation operations which may be necessary to allow normal operation of field equipment and machinery, provided such minor deviations shall not affect in any way the final results, grading, contours, and the like of the premises as shown on the approved application and site plan map.

6.2.12 Earth Product Processing

No gravel stone, sand or other earth products may be processed on the premises, such processing requiring stone crushers or other machinery not needed for actual excavation operations, except ~~with the permission of~~ as approved by the Town Plan and Zoning Commission after consideration of the criteria in

Section 6.2.6 of these Regulations, or except for the continuation of pre-existing processing operations carried on as permitted nonconforming uses.

6.2.13 Penalties For Violation

Whosoever violates these Regulations by operating without the special permit required by these Regulations is subject to a fine of \$100 a day for every day during which excavation operations are carried on without the required special permit. In addition to the foregoing, any failure and refusal by a permittee to grade, recover with topsoil, and seed as required by these Regulations shall be grounds for suspending ~~any~~ and all special permits for excavation operations held by the permittee. In the event the permittee is not reachable, the Town reserves the right to treat the owner of the premises as the permittee for purposes of assessing fines under these Regulations. EFFECTIVE MAY 15, 1989.



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 #5(A)
01-22-2019 Meeting

January 18, 2019

The Glastonbury Town Council
2155 Main Street
Glastonbury, CT 06033

Re: Main Street Sidewalks

Dear Council Members:

The final phase of the Main Street sidewalk project extending between Mallard Drive and Stockade Road is scheduled for 2019 construction subject to design, funding, and permitting. A \$300,000 State grant is approved for the project through the Community Connectivity Program. In keeping with other sidewalk projects, a 4 foot wide concrete sidewalk is planned. However, an 8-10 foot wide bituminous multi-use path was recently suggested. To confirm expectations, this topic is scheduled for discussion on Tuesday evening. Next steps can be coordinated accordingly to include the following options:

- Proceed with design and permitting for 4 foot wide concrete sidewalk
- Move forward with design and permitting for 8-10 foot wide bituminous multi-use path
- Public information hearing to seek input from adjoining property owners and others on 4 foot wide or 8-10 foot wide options

Final Council action to approve new sidewalk construction requires a public hearing with written notice to owners of property abutting the project. The public hearing is typically held when design and permitting is in place or nearing completion. Under normal protocols, the public hearing for the Main Street project would be held late winter or early spring.

The attached information is provided as background to the discussion and I have asked Town Engineer Dan Pennington to present the matter in detail on Tuesday evening.

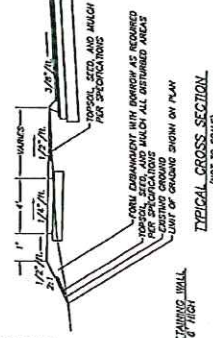
Sincerely,

Richard J. Johnson
Town Manager

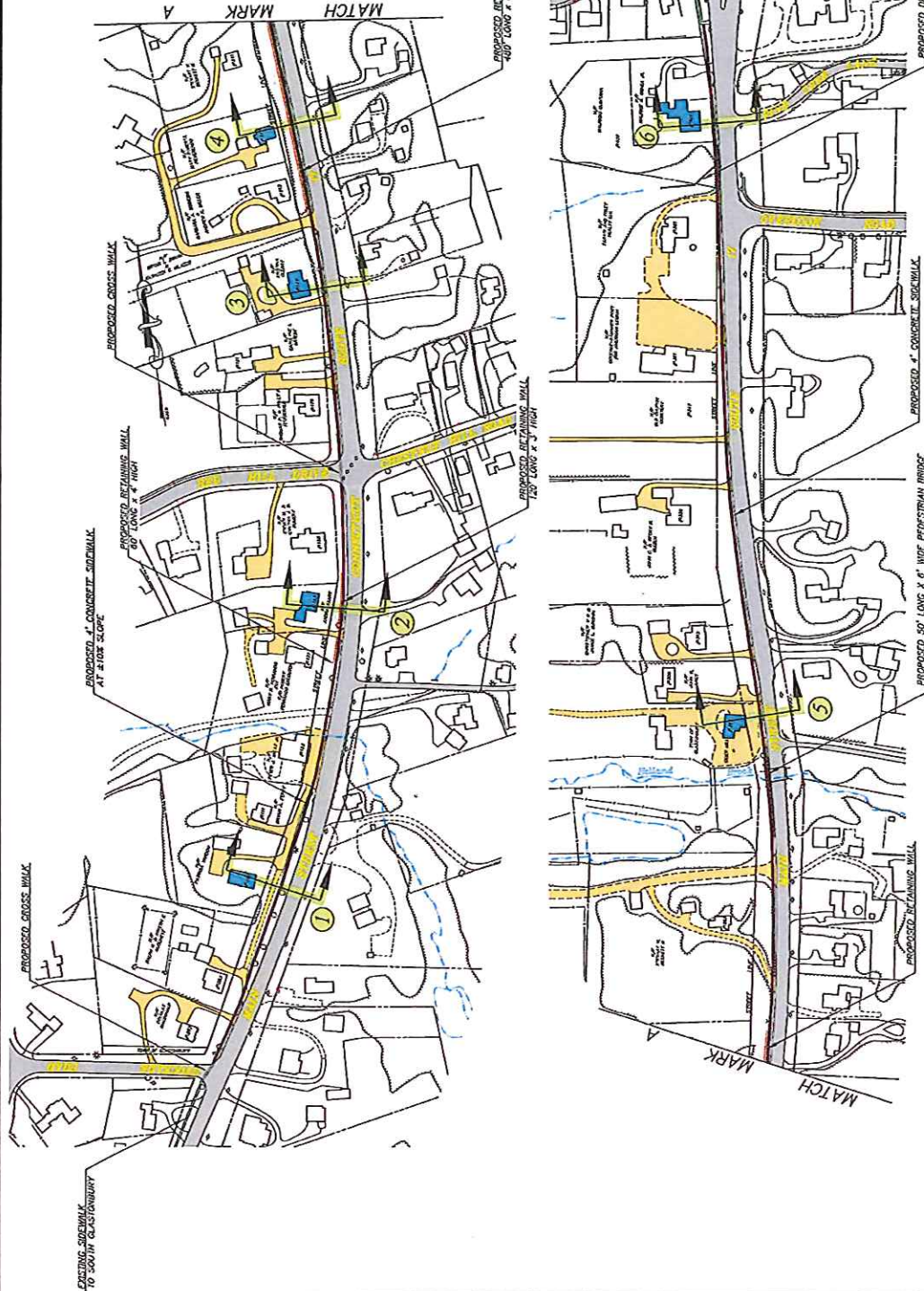
RJJ/sal
Attachments



LOCATION MAP
SCALE 1" = 100'

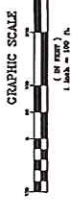


TYPICAL CROSS SECTION
(NOT TO SCALE)



MAP DEPICTING
PHASE 3
PROPOSED SIDEWALKS
LOCATION
MAIN STREET
GLASTONBURY, CONNECTICUT

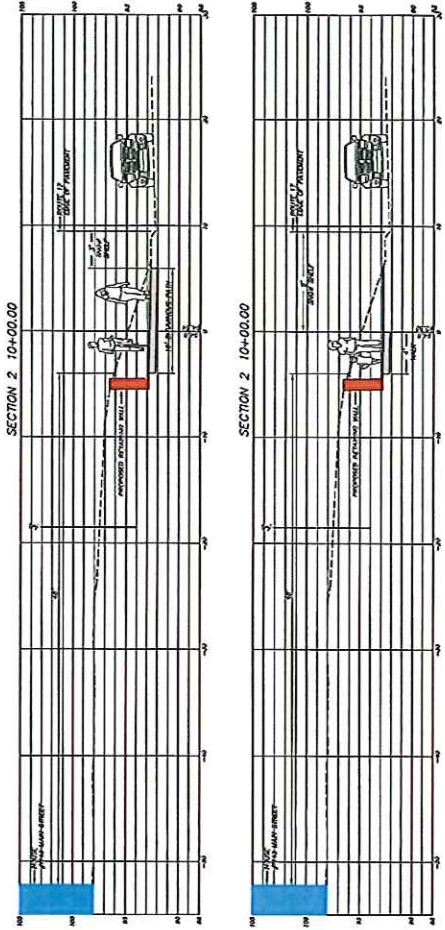
PROJECT DATES	
DESIGN	11-16-2011
PERMIT	12-27-2012
CONSTRUCTION	12-27-2012
CLOSURE	12-27-2012
COMPLETION	



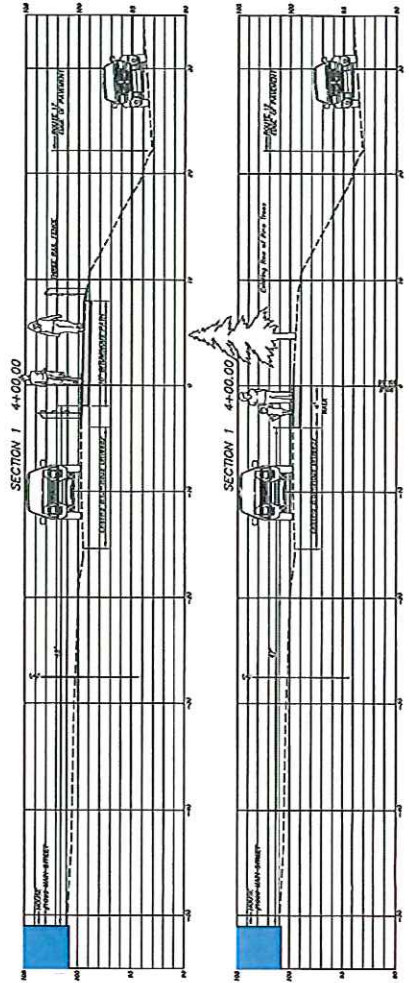
FILE IS CONTROLLED BY PROJECT FILE IN BOSTON OFFICE OF THE ENGINEER. ANY CHANGES TO THIS FILE SHOULD BE MADE IN THE BOSTON OFFICE.



SECTION 2 PHOTO



SECTION 1 PHOTO



PRELIMINARY
 DRAWING PROPOSED
 SIDEWALK AND MULTI-USE PATH OPTIONS
 PHASE 3
 TOWN OF
 GLASTONBURY, CONNECTICUT

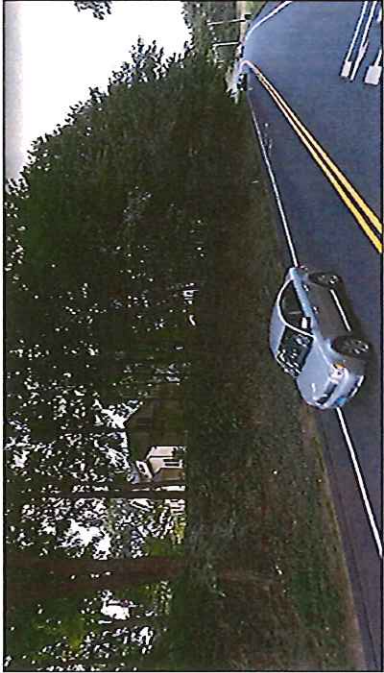
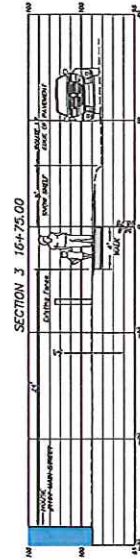
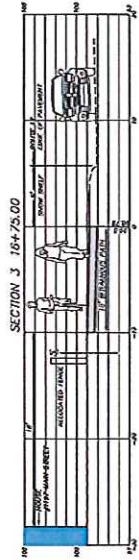
DATE: 10-14-2010
 DRAWN BY: E.P.
 CHECKED BY: D.A.P.
 DATE: 10-14-2010

DATE: 10-14-2010
 DESCRIPTION: SIDEWALK AND MULTI-USE PATH OPTIONS
 SHEET NO. 1 OF 1

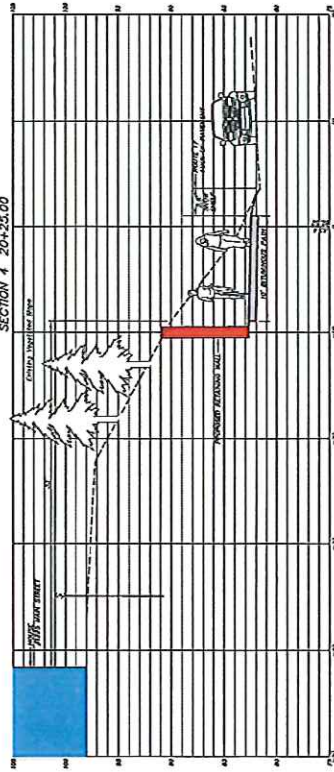
Certified to be substantially correct
DANIEL A. FOWLER, P.E. (Reg. No. 2010)



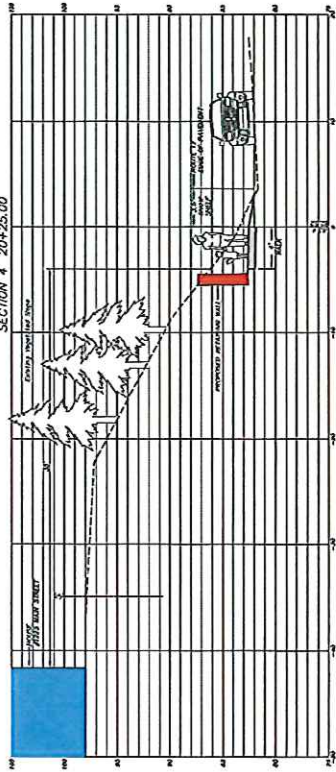
SECTION 3 PHOTO



SECTION 4 204-25.00



SECTION 4 204-25.00



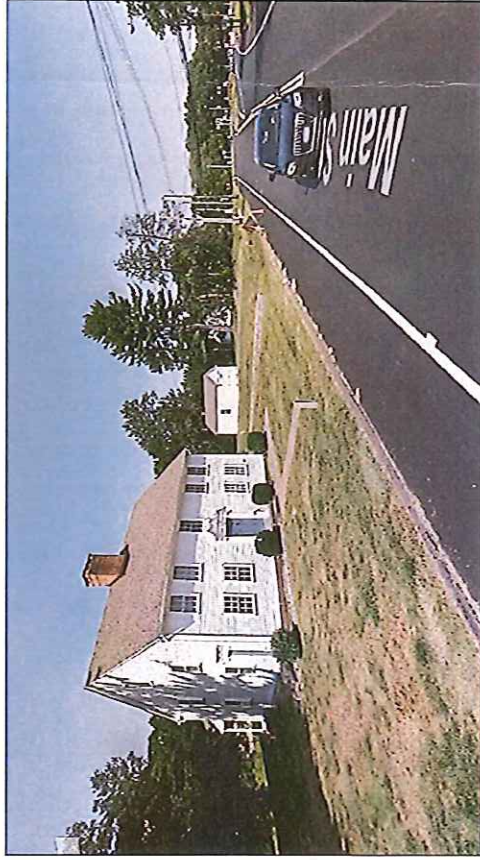
PRELIMINARY
 DESIGN PROPOSAL
 SIDEWALK AND MULTIPURPOSE PATH OPTIONS
 PHASE 3
 MARK STREET
 GLASTONBURY, CONNECTICUT

DATE: 12-14-2014
 DRAWN BY: J.A.P.
 CHECKED BY: J.A.P.
 APPROVED BY: J.A.P.
 SCALE: AS SHOWN

DATE: _____
 DRAWING TITLE: _____
 DESIGNED BY: _____
 CHECKED BY: _____
 APPROVED BY: _____

SHEET: 2 OF 3

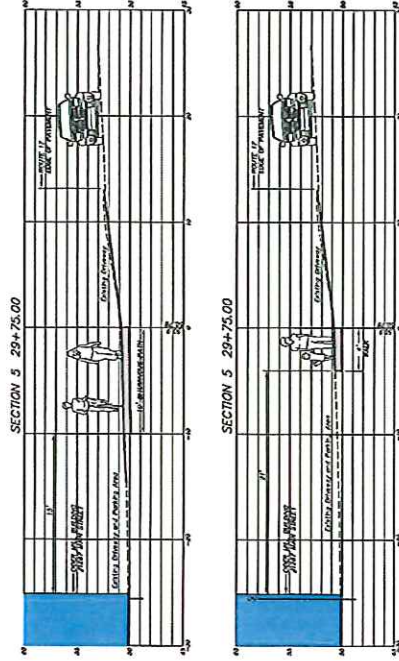
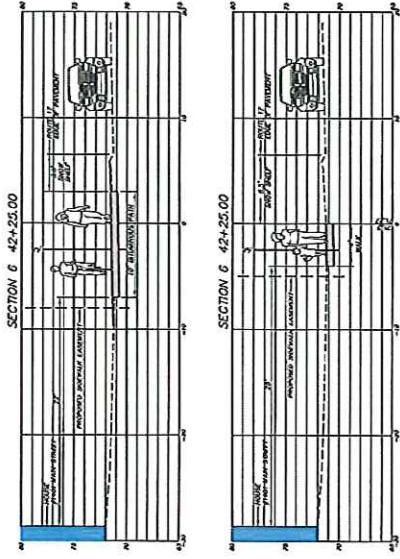
Certified to be substantially correct.
 DANIEL A. FERRAGUTTA P.E. Reg. No. 20101



SECTION 6 PHOTO



SECTION 5 PHOTO



Certified to be substantially correct.
 DANIEL A. TENNINOTERY P.E. Reg. No. 20701

NO.	DESCRIPTION	DATE



DATE OF DESIGN REVIEW: 09/10/2007
 DESIGNER: DANIEL A. TENNINOTERY
 CHECKED BY: [Blank]
 APPROVED BY: [Blank]
 S.E. No. [Blank]
 State of Connecticut
 License No. [Blank]



PRELIMINARY CROSS SECTIONS FOR SIDEWALK AND MULTIPLE PATH OPTIONS
 MAIN STREET
 GASTONBURY, CONNECTICUT



Town of Glastonbury

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

ITEM #5(B)
01-22-2019 Meeting

Richard J. Johnson
Town Manager

January 18, 2019

The Glastonbury Town Council
2155 Main Street
Glastonbury, CT 06033

Re: Capital Improvement Program – Recommendations for July 1, 2019 Funding

Dear Council Members:

This topic involves initial Council action on the 2020-2024 Capital Program, and most particularly projects recommended for July 1, 2019 funding. As a follow up to the annual CIP Workshop, Council typically reviews the projects recommended for July 1st funding and forwards the Program to the Board of Finance for review and comment.

Several comments to follow up the workshop meeting are as follows:

Public Safety Radio System

Annual lease payments will total \$73,000 through FY2020. These funds will combine with an available balance of \$70,000± from prior Capital allocations for this purpose. In total \$143,000+ for the project account. Based on the independent analysis of the public safety radio system, I would expect an annual allocation in the \$250-\$300,000 range beginning July 2020. This is based on information now available.

GHS Locker Facility

As discussed, this project is eligible for 16% state grant reimbursement. The grant process requires local funding to be approved before the application can be considered. To retain eligibility, the GHS locker facility will be combined with the application for the GHS kitchen project. Summary follow-up provided below.

- Capital funding for this project was originally anticipated over FY2020 and 2021. This was before grant eligibility was identified. The current proposal is to fully fund the locker facility effective FY2020. Additionally, the original cost estimate, in the \$2.0 to \$2.2 million range has increased to \$2.6 million.
- The attached page summarizes projects recommended for Capital Reserve funding effective FY2020 with the GHS locker facility shown at \$2 million and \$2.6 million.
- The Capital Reserve –Unassigned Fund Balance is estimated under three scenarios.
 - Red – Net cost of projects proposed for July 1, 2019 funding without GHS locker facility.
 - Blue – Net cost of projects proposed for July 1, 2019 funding including GHS locker facility at \$2.0 million.
 - Purple – Net cost of projects proposed for July 1, 2019 funding including GHS locker facility at \$2.6 million.

A \$6.25 million transfer to the Capital Reserve Fund is estimated effective July 2019 and included with the projections.

When discussing this topic, there were several options reviewed including continued value/scope engineering for the locker facility, increasing the transfer to the Capital Reserve Fund, delaying other Capital projects, short-term use of General Fund monies, and a bond issue for the locker project. The short-term General Fund option is consistent with the approach taken with the elementary school air-conditioning project.

Subject to Council discussion over the budget process and projects approved for July 1st funding, the short-term use of \$600,000± General Fund monies could provide several benefits as applicable.

- Allocates funding to retain grant eligibility.
- Does not delay other pending capital infrastructure needs.
- Allows kitchen and GHS locker facility to achieve anticipated schedules.
- Cost of bond issue will be greater than lost investment income.
- Capital Reserve-Unassigned Fund Balance meets and exceeds \$1 million threshold (assuming \$2± million of the cost of the locker facility).
- General Fund can be restored through Capital Reserve Fund over multiple years.
- Bond issue through referendum would likely delay grant and construction phases.

GHS Kitchen

A question was asked on the cost of new equipment as compared to structural renovations. This will be forwarded upon receipt.

The following is provided for Council consideration:

"BE IT RESOLVED, that the Glastonbury Town Council hereby refers the 2020-2024 Capital Improvement Program to the Board of Finance for a funding report and recommendation, including the following preliminary project recommendations for fiscal year 2019-2020."

Note: The Council typically introduces the preceding resolution based on projects recommended by the Town Manager. The motion can then be amended as applicable based on Tuesday evening's discussion. Action on Tuesday evening does not commit the Council to a specific final action but begins the formal review process.

The Council will consider Capital projects and funding at meetings in February and March leading up to action at the Final Budget Hearing scheduled for late March.

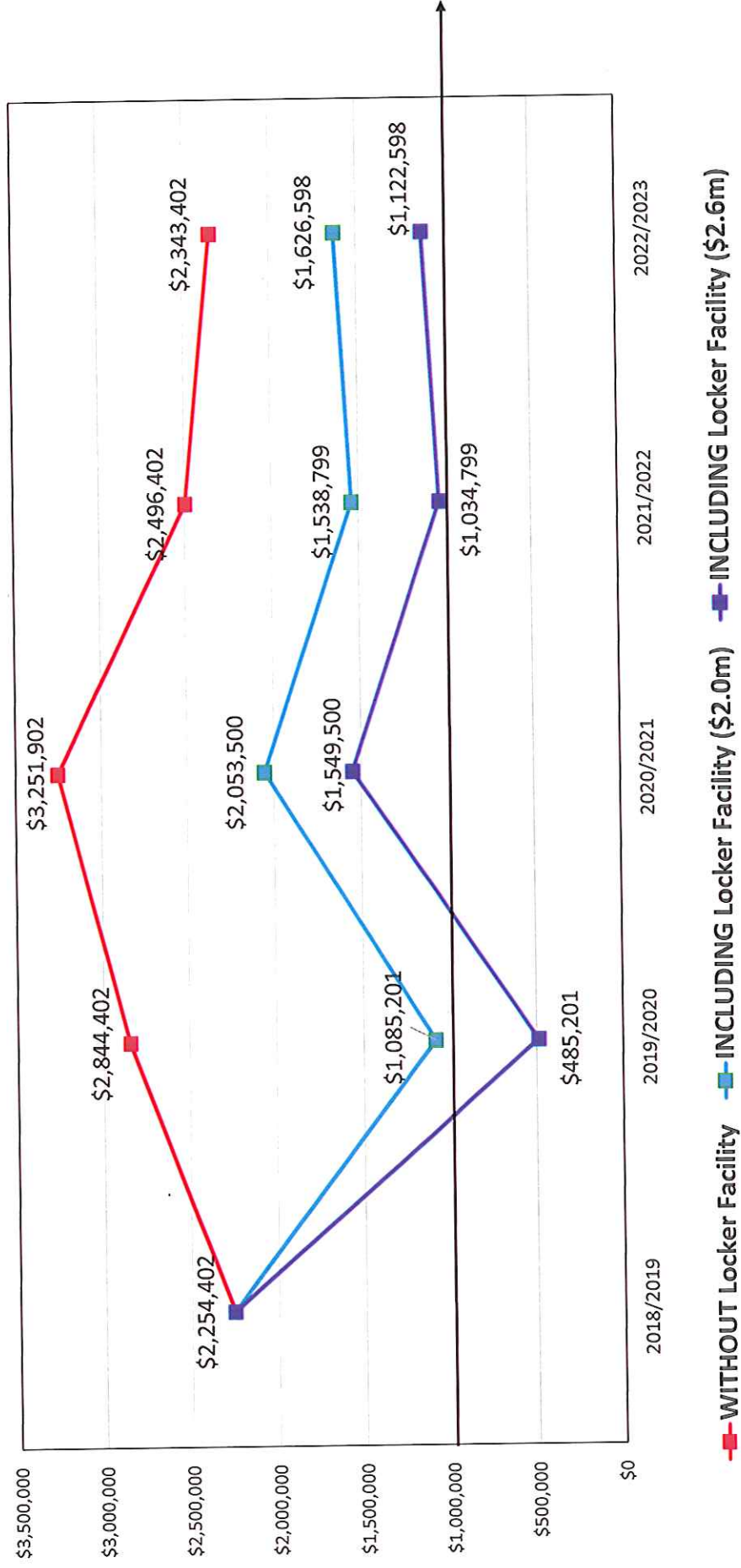
Additional information can be provided as may be requested.

Sincerely,

Richard J. Johnson
Town Manager

RJJ/sal
Attachments

Capital Reserve Fund Unassigned Fund Balance Reserves



Capital Improvement Program: Town Manager Recommended Projects: 2019-2020
January 17, 2019

	CIP Workshop (\$2.0m Locker Facility)	\$2.6m Locker Facility
Infrastructure & Major Equipment Care & Maintenance	\$8,597,000	\$9,197,000
Physical Services		
Road Overlay	\$1,400,000	\$1,400,000
Fisher Hill Bridge	\$300,000*	\$300,000*
Construction Equipment	\$110,000*	\$110,000*
Slocomb Dam	\$50,000	\$50,000
Drainage	\$100,000	\$100,000
Sidewalk Repair	\$175,000	\$175,000
Glastonbury Boulevard	\$1,800,000*	\$1,800,000*
Public Safety		
Public Safety Communications	\$37,000*	\$37,000*
Police Building	\$60,000	\$60,000
Fire Companies	\$220,000	\$220,000
Fire Rescue Boat	\$135,000	\$135,000
Education		
GHS Kitchen	\$1,250,000*	\$1,250,000*
GW Heating & Cooling	\$500,000	\$500,000
Hopewell School Paving	-	-
GHS Locker Room	\$2,000,000*	\$2,600,000*
Sanitation/Refuse		
Wheel Loader	\$235,000	\$235,000
Parks & Recreation		
Tree Management	\$125,000	\$125,000
General Government		
Building Roofs	\$100,000	\$100,000
Ongoing Projects	\$2,010,000	\$2,010,000
General Government		
Property Revaluation	\$145,000	\$145,000
Document Management	\$50,000	\$50,000
Physical Services		
Main Street Sidewalks	\$890,000*	\$890,000*
Sidewalk Connections	\$100,000	\$100,000
Intersection – NLT / Sycamore / Douglas	\$175,000	\$175,000
Education		
Elementary School A/C	\$525,000	\$525,000
General Government – Facilities		
Security / Town Hall / Academy	\$100,000	\$100,000
Energy / Sustainability	\$25,000	\$25,000
New Projects	\$100,000	\$100,000
Traffic Calming	\$100,000	\$100,000
Subtotal	\$10,707,000	11,307,000
Less Grants and Available Funding	(\$3,537,000)	(3,633,000)
Nest Estimated Cost	\$7,170,000	\$7,674,000

*Before Grants

Other Projects to be Funded Outside of Capital Reserve Program

- Town Aid: \$460,000
- Force Main Evaluation: \$150,000



Town of Glastonbury

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

ITEM #5(C)
01-22-2019 Meeting

Richard J. Johnson
Town Manager

January 18, 2019

The Glastonbury Town Council
2155 Main Street
Glastonbury, CT 06033

Re: Animal Control Shelter

Dear Council Members:

This topic involves a formal Agreement between Glastonbury and Marlborough for use of the Glastonbury Animal Control Shelter. Per applicable General Statutes, legislative action is required for such an Agreement with the opportunity for public comment (not public hearing). The public comments session at each Council meeting satisfies the State Statute requirement. The document is straight forward and use by Marlborough is expected to be modest. This is another good example of inter-municipal cooperation with favorable action recommended.

The following action is scheduled for Tuesday evening:

"BE IT RESOLVED, that the Glastonbury Town Council hereby authorizes the Agreement between Glastonbury and Marlborough for use of the Glastonbury Animal Control Shelter by the Town of Marlborough, as described in a report by the Town Manager dated January 18, 2019."

Sincerely,

Richard J. Johnson
Town Manager

RJJ/sal
Attachment

**AGREEMENT BETWEEN THE TOWN OF GLASTONBURY
AND THE TOWN OF MARLBOROUGH FOR USE OF
THE GLASTONBURY ANIMAL CONTROL SHELTER**

This Agreement, dated this _____ day of _____ 2019, is entered into by and between the Town of Glastonbury, a municipal corporation having its territorial limits within the County of Hartford, and State of Connecticut, acting herein by its duly authorized Town Manager (hereinafter referred to as "Glastonbury"), and the Town of Marlborough, a municipal corporation having its territorial limits within the County of Hartford, and State of Connecticut, acting herein by its duly authorized First Selectman (hereinafter referred to as "Marlborough").

WITNESSETH:

WHEREAS, Glastonbury has agreed to provide use of its animal control shelter to Marlborough on the terms and conditions set forth herein;

Now THEREFORE, in consideration of the mutual promises and agreements of the parties hereto, Glastonbury agrees to provide use of its animal control shelter to Marlborough upon the following terms and conditions:

1. Glastonbury will maintain the animal control shelter and pay for all costs related to the shelter including maintenance, insurance, and utilities.
2. Marlborough agrees to pay Glastonbury a \$200.00 monthly usage fee, payable by the 10th day of each month, throughout the term of this Agreement.
3. Marlborough will be responsible for any and all costs and services associated with the care of canines held at the Glastonbury animal control shelter for Marlborough, including but not limited to transport, food, medication, enforcement activities, veterinary services, transport, and release.
4. Marlborough and its representatives agree to abide by all Connecticut General Statutes related to animal control as applicable to its use of the shelter, and all policies and procedures established by Glastonbury regarding the operation of its animal control shelter. Glastonbury reserves the right to adopt new rules and regulations, or alter existing rules and regulations it deems necessary for the safe and efficient operation of the shelter.
5. Only Marlborough representatives authorized by the Glastonbury Chief of Police or designee are permitted to use the animal control shelter. Marlborough agrees not to transfer or sub-contract services to a third party provider without prior authorization from the Glastonbury Chief of Police or designee.
6. No animals other than domestic canines are permitted to be held at the Glastonbury Animal Control Shelter.
7. Glastonbury reserves the right to limit the number of canines held by Marlborough in the shelter at any given time if an overflow situation exists, or otherwise at its discretion.
8. Marlborough shall defend and hold harmless Glastonbury from any claims or actions brought against Glastonbury arising from or as the result of services rendered under this Agreement, and Marlborough shall fully indemnify Glastonbury for any loss or damages Glastonbury may incur as the result of claims or actions brought against Glastonbury arising from or as a result of services rendered under this Agreement, with the exception of willful, wanton or malicious acts or omissions or gross negligence by Glastonbury or its employees, agents, servants or officials.

9. Neither Town's personnel shall be deemed to be employees of or have any contractual relationship with the other Town, nor shall this Agreement be construed as conferring on such personnel the rights, privileges or obligations pertaining to such status.

10. The term of this Agreement shall commence on _____, 2019 for a period of one year, and shall be automatically renewed for successive one (1)-year periods thereafter. Either Town may terminate the Agreement immediately upon written notification by and to either Town's duly authorized representative.

11. Insurance

Insurance Requirements-Use of Animal Control Shelter

User shall agree to maintain in force at all times during the contract the following minimum coverages and shall name Town of Glastonbury as an Additional Insured on a primary and non-contributory basis to all policies, except Workers Compensation. All policies should also include a Waiver of Subrogation. Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best's Rating of "A-" "VIII. In addition, all Carriers are subject to approval by Town of Glastonbury.

		(Minimum Limits)
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
Auto Liability	Combined Single Limit	
	Each Accident	\$1,000,000
Law Enforcement Liability	Each Claim or Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Umbrella (Excess Liability)	Each Occurrence	\$3,000,000
	Aggregate	\$3,000,000

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.

Workers' Compensation and Employers' Liability	WC Statutory Limits	
	EL Each Accident	\$1,000,000
	EL Disease Each Employee	\$1,000,000
	EL Disease Policy Limit	\$1,000,000

Original, completed Certificates of Insurance must be presented to Town of Glastonbury prior to contract issuance. User agrees to provide replacement/renewal certificates at least 30 days prior to the expiration date of the policies. Should any of the above described policies be cancelled, limits reduced or coverage altered, 30 days written notice must be given to the Town.

12. This Agreement may not be amended in any respect whatsoever except by a further agreement in writing, fully executed by each of the Town's duly authorized representatives.

13. Notwithstanding section ten (10) of this Agreement, in the event that the parties to this Agreement disagree about the requirements set forth, or in the event that a party is dissatisfied with the other party's performance under this Agreement, the applicable party shall notify the other party of the dispute. Within ten (10) days of such notice, the parties hereto shall meet in an attempt to resolve these differences. Should the parties fail to meet within ten (10) days, or should the parties meet and fail to resolve their differences within thirty (30) days of such notice, either party may terminate this Agreement.

In Witness Whereof, the parties have hereunto set their hand and seals by duly authorized officers thereof on the date and year first above written.

Signed, Sealed and Delivered
In the presence of:

TOWN OF GLASTONBURY

By _____
Richard J. Johnson, Town Manager

TOWN OF MARLBOROUGH

By _____
Amy J. Traversa, First Selectman



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 #5(D)
01-22-2019 Meeting

January 18, 2019

The Glastonbury Town Council
2155 Main Street
Glastonbury, CT 06033

Re: Capital Improvement Program Criteria

Dear Council Members:

The Capital Improvement Program (CIP) Criteria outlines the process, schedule, goals and guidelines for the Town's highly successful Capital Program. A copy of the Criteria effective 2018-2019 is attached. The document went through a comprehensive update and rewrite in May 2016 and was again updated effective December 2016.

As required by the Criteria, the document is reviewed annually for updates and amendments as applicable.

At its meeting of Thursday, January 17, 2019, the Board of Finance reviewed the Criteria and did not recommend any changes. I have also reviewed and do not have any suggested changes.

This topic is scheduled for Council review on Tuesday evening. Action can be drafted accordingly should Council wish to amend the Criteria.

Sincerely,

Richard J. Johnson
Town Manager

RJJ/sal
Attachment

TOWN OF GLASTONBURY
CAPITAL IMPROVEMENT PROGRAM CRITERIA

Purpose

In recognition that buildings, infrastructure, technology and major equipment are the physical foundation for providing services to the residents of the Town of Glastonbury, a multi year Capital Improvement Program (CIP) is prepared and reviewed annually. The purpose of the CIP is to budget for the acquisition, replacement or renovation of major capital/fixed assets. These items are generally not of a recurring nature and not included in the regular operating budget process. Careful planning during this process is critical to the procurement, construction, and maintenance of capital assets to meet the needs and activities of the Town.

A comprehensive capital plan will help ensure the future financial health of the Town and the continued delivery of public services to citizens and businesses.

Capital/Fixed Assets are categorized as follows:

- Land
- Land Improvements
- Buildings and Improvements
- Machinery and Equipment
- Infrastructure

The following Capital/Fixed Asset items may be included in the Town's annual operating budget:

- Fixed assets that cost less than \$75,000
- Fixed assets that are of a recurring nature and acquired each year

The following Capital/Fixed Asset items are to be included in the Town's CIP:

- The acquisition of and improvements to assets that cost \$75,000 or more and,
- The Capital/Fixed Assets, or improvements, that have an anticipated life expectancy of ten years or more. Most non-recurring major expenditures are the result of the Town's acquisition of capital items that form the physical foundation for municipal services such as land, buildings, infrastructure improvements, machinery and equipment. However, there can be major expenditures for non-capital items that can be anticipated on a recurring and periodic basis and require significant funding. In addition to the above items, the following proposed expenditures may be considered in the CIP, although they may not constitute capital/fixed assets with useful lives of ten years or more.
- Property revaluation required by the Connecticut General Statutes
- Technology programs and systems
- The annual road paving program can be anticipated on a recurring basis; however, it requires funding of significantly more than \$75,000 and should be included in the CIP process.

The above items and other similar items that may require significant funding of \$75,000 or more, and are not anticipated to be acquired each year, may be appropriate to be included in the CIP process.

This CIP provides for a five-year plan of acquisition, renovation, replacement and construction of the items included in the CIP and includes a planning, budgetary and financing process.

CAPITAL IMPROVEMENT PLANNING PROCESS

Identification of Needs

Annually, each department, board or agency shall submit a proposed five year CIP to the Town Manager in accordance with the CIP schedule. Requested items shall include acquisition of capital assets, new construction, major renovations and improvements to municipal facilities, purchase of machinery and equipment and other items that satisfy the CIP criteria. Capital improvement proposals received outside of the formal CIP process from departments, citizens, agencies or organizations shall be forwarded to the Town Manager for review and recommendation to the Town Council as applicable.

Items that are to be included in the Capital Improvement Program include the following with an estimated cost of \$75,000 or more and have a useful life of not less than ten years:

- Purchase of Land and Development Rights
- Construction of New Buildings
- Land and Building Improvements and Renovations
- Machinery and Equipment
- Infrastructure Improvements (streets, sewers, sidewalks, etc.)
- Vehicles and Construction equipment
- Feasibility Analysis/Design/Cost estimates and other professional services relative to anticipated major projects
- In addition to the above items, the CIP may include certain recurring expenditures/projects that due to their nature and anticipated cost are best appropriated through the CIP (e.g. revaluation or major software acquisition)

Capital Improvement Program Timing/Schedule

Capital Improvement items are considered on the basis of need and value to the community. In general, the CIP will be prepared, presented and acted upon in accordance with the following schedule:

No later than January 29	Town Manager shall provide a five year planning document to the Town Council summarizing department proposals for capital improvements, a recommendation of items to be included in the CIP, project priorities for the following fiscal year and proposed method/sources of funding for all recommended projects.
On or about February 1	Town Council shall recommend preliminary capital improvement priorities to the Board of Finance
On or about February 15	Board of Finance shall recommend CIP to Town Council
No later than March 27	Town Council adopts capital program for the following fiscal year

The Town Manager will provide the Town Council periodic status reports throughout the year and present detailed project status reports or design plans on an as needed basis in accordance with the applicable project schedule.

Estimated Costs

Costs shall be estimated for all items requested as part of the five-year Capital Improvement Program. Costs for items requested in years two through five shall anticipate an escalation rate to be determined by the Town Manager at the beginning of the CIP process.

The steps for **major** construction projects, those estimated to exceed \$250,000, shall be recommended by the Town Manager and will generally include the following:

- A. Evaluation/feasibility phase, as necessary
- B. Preliminary design and cost estimating phase
- C. Final Design and construction

Subject to the specifics of the project, funding for steps A and B may be combined in the initial request. Cost estimates should include preliminary design fees, final design fees, architectural fees, construction management fees, construction costs, acquisition costs, contingency, escalation, legal and financing fees, including short term interest, and any other costs applicable to the project. The scope and estimated costs of in kind services shall be identified and presented along with the initial cost estimates for the project.

CAPITAL IMPROVEMENT BUDGETARY PROCESS

Funding

The Town Council, as part of the annual operating and capital budget process, will review the capital projects recommended by the Town Manager. The Town Manager will develop a recommended financing plan, with options, based on total project costs, cash flow, projected method(s) of financing the projects, Capital Reserve fund projections, mill rate and debt service impact on future operating budgets. The Town Council shall review these projections when developing project priorities and the recommended capital program for the following year. The goal is to effectively balance the total of the annual Capital Reserve Transfer and Debt Service requirements to minimize fluctuations in the mill rate in accordance with established guidelines set forth in this document.

An annual financing plan for the multi-year capital improvement plan is critical to the CIP process. Factors to be considered shall include:

- Anticipated revenue and expenditure trends and the relationship to multi-year financial plans
- Cash flow projections of the amount and timing of the capital improvement projects
- Compliance with all established financial policies
- Legal constraints imposed by Town charter or State statute
- Evaluation of various funding alternatives
- Reliability and stability of identified funding sources
- Evaluation of the affordability of the financing strategy, including debt ratios, future budgets and mill rate.

The Capital Improvement Program shall generally be funded as follows:

A. Capital Reserve Fund – The Town will use the Capital Reserve Fund as the primary funding source for CIP projects to be funded on a cash basis.

Based on factors referenced herein the Town Council shall review the following when considering the annual general fund appropriation and transfer to the Capital Reserve Fund:

- Capital projects proposed for funding on a cash basis through the 5 year CIP.
- Annual depreciation for Capital/Fixed Assets including but not limited to buildings, machinery and equipment, vehicles, improvements with a depreciation schedule of less than 50 years
- Appropriations for acquisition, replacement and renovation of Capital/Fixed Assets not part of the CIP (Capital Outlay) through the Town and Education operating budgets.
- Unassigned fund balance in the Capital Reserve Fund and potential reserve for future large scale capital projects to be funded on a "cash" basis.

Other factors to be considered for funding the CIP include:

- Debt Service requirements for projects authorized pursuant to referendum
- Approved state and federal grants for authorized and proposed capital projects
- Opportunity to transfer funds from the General Fund unassigned fund balance for "one time" capital projects through the sale of assets (e.g. land, buildings).
- The Town's bond rating
- Other factors influencing the annual budget and mill rate with the goal of minimizing significant fluctuations in the mill rate
- Funding available through the Sewer Sinking and Sewer Operating Funds

The minimum annual funding for the CIP shall equal the annual depreciation of assets deemed appropriate for CIP funding as defined herein.

Annually the Board of Finance shall review the General Fund unassigned fund balance, Capital Reserve Fund unassigned fund balance and other funding sources and may recommend a transfer of additional funds to the Capital Reserve. The goal of the Town is to maintain an unreserved and undesignated balance in the Capital Reserve Fund of an amount equivalent to \$1,000,000, except as needed to meet emergencies. The reserve policy will be reviewed annually and adjusted accordingly as part of the CIP process. Factors to be considered include evaluation of the projects in the multi-year plan, the method of financing and their effect on projected mill rates.

- B. Donations/Grants/Loans** – Anticipated grants and contributions from various organizations, groups or individuals for CIP projects shall be used to reduce the estimated cost to the Town.
- C. General Obligation Bonds** – CIP projects of a significant cost and not reasonably funded on a cash basis may be considered for funding through the issuance of general obligation bonds to be authorized and issued in accordance with Section 312 of the Glastonbury Town Charter.

Debt Limitations

Subject to referendum approval, the Town may issue bonds for projects of a scope and cost not reasonably funded on a cash basis from current revenues. Debt Service is typically issued for major improvements and renovations. When considering debt service, a strong credit rating is a valuable asset. The following general guidelines and standards shall be used to preserve the Town's strong credit rating and effectively manage ongoing debt service requirements.

- Ratio of net debt to equalized full value of Grand List not to exceed 2.5%
- Debt Service as a percent of budgeted expenditures not to exceed 10%
- Long-term debt will be repaid within a period not to exceed the expected useful life of capital improvements financed by such debt.
- Bonds will be issued to keep the average life of the general obligation bonds at or below ten years and to retire sixty-five percent of the debt at or below approximately ten years
- Standards published by bond rating agencies

Referendum Threshold – Expenditures of Cash Resources

In accordance with Section 312 of the Glastonbury Town Charter projects involving the issuance of debt require authorization at public referendum.

The purpose of this section is to establish a Council policy for approval of Capital projects involving the appropriation of significant cash resources. Such funding would typically be appropriated from the General Fund and Capital Reserve Fund and could involve grants, community donations and other funding sources. A referendum threshold is established under this section as a general Council policy for cash funded Capital projects.

The referendum threshold shall be defined as cash funded projects which exceed two percent (2%) of the adopted Town, Education, and Debt & Transfers budget, rounded to the next highest \$50,000. Generally, projects exceeding the Town's referendum threshold will be submitted to public referendum. However, in establishing this policy, the Council recognizes there will be circumstances and conditions for which a public referendum is not practical or in the best interests of the community. Examples include Capital Improvements involving:

- exigent circumstances affecting the health or safety of the community;
- grant funding and community donations which reduce the net project cost below the applicable threshold;
- care and maintenance of Town buildings, roads, bridges, facilities, sanitary sewers and other infrastructure;
- projects that are of a recurring nature and may be funded on an annual basis for which cumulative funding could exceed the referendum threshold. Examples include the annual road paving program; technology systems and upgrades; infrastructure improvements; and other projects and items.

Projects will not be phased over a number of years to circumvent the referendum threshold with the exceptions noted herein.

Annual Review

The Capital Improvement Program Criteria will be reviewed annually and may be amended by action of the Town Council upon recommendations by the Board of Finance

Date Last Revised: May 10, 2016

Date Last Reviewed by Board of Finance: November 16, 2016

Date Adopted by Town Council: December 6, 2016

Date Last Reviewed by Town Council: December 5, 2017 (No Changes)



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 #6(A)
01-22-2019 Meeting

January 18, 2019

The Glastonbury Town Council
2155 Main Street
Glastonbury, CT 06033

Re: Consent Calendar

Dear Council Members:

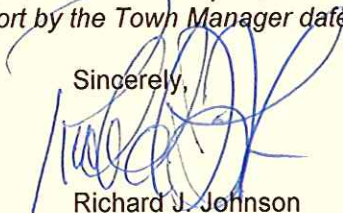
The following item is scheduled for Consent Calendar action on Tuesday evening:

a. Residential Lease – 1098 New London Turnpike

This involves action to extend the current lease for the Town-owned residential property at 1098 New London Turnpike for the one-year period January 1, 2019 through December 31, 2019. The recommendation is to continue the monthly lease rate of \$1,696.00 for the current lessee.

"BE IT RESOLVED, that the Glastonbury Town Council hereby approves a one (1) year extension in the lease for Town-owned residential property at 1098 New London Turnpike, effective January 1, 2019 through December 31, 2019, as described in a report by the Town Manager dated January 18, 2019."

Sincerely,


Richard J. Johnson
Town Manager

RJJ/sal



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
01-22-2019 Meeting

January 18, 2019

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. Budget Workshop – Board of Education

A brief reminder of the Annual Town Meeting scheduled for 7:00 pm. on Thursday, January 24, 2019 in Council Chambers. Additionally, I will appreciate Council confirming the following scheduled items:

- Budget Workshop – Education, 6:00 or 7:00 pm Wednesday, March 6, 2019, Council Chambers
- Final Budget Hearing – 7:00 p.m. Thursday, March 21, 2019, Council Chambers

2. Aquatic Facility

Based on feedback received at the two public workshops, next steps involve capital cost estimates for the preferred options and a business/market plan for facility operations. The plan is to present this information at a Council meeting in March/April. At this point, additional workshops are not contemplated.

3. Security Audit

Considering the continuing threat of cyber attacks, I would like to perform an independent audit of all Town systems and security protocols. While every effort is continuing to effectively protect Town records and assets and adjust protocols as needed, an independent audit appears reasonable given the downside risk. The process would involve a confidential audit report and potentially ongoing advice as to evolving threats and protections. A \$25,000 transfer from Contingency (available balance \$140,000) is suggested. If this approach has support, the matter can be scheduled for Council action accordingly.

Sincerely,

Richard J. Johnson
Town Manager

RJJ/sal

MEMORANDUM

To: Town Council Members

From: Building Zone Regulations Subcommittee
Whit Osgood (Town Council)
Larry Niland (Town Council)
Sharon Purtill (Town Plan & Zoning Commission)
Matt Saunig (Town Plan & Zoning Commission)
Harold Harris (Economic Development Commission)
Diane Lipes (Chamber of Commerce)
Hans Hansen (Town Center Initiative)

Date: January 18, 2019

Re: **Report and Recommendation**

As requested the Subcommittee has met to consider possible amendments to the Building Zone Regulations concerning building heights and stories in certain commercial zones. Based on a review of current regulations and current building heights throughout the Town Center, Glastonbury Boulevard, Gateway, Hebron Avenue, and other business districts, the Subcommittee recommends the following amendments.

1. Height per floor used throughout town should be consistent. Committee recommends 14.25' per floor as is currently the case in the Planned Employment and Planned Commerce Zones. Example: Town Center allows 3 stories or 38 feet. 38 feet would change to 42.75 feet.
2. Increase the number of permitted floors in the Planned Business and Development and Planned Travel Zone from 2.5 floors to three floors as is currently the case in the Town Center Zone.
3. Planned Employment and Planned Commerce currently allow 4 stories for office, general and professional use. Change the permitted number of floors in the two zones from 2.5 stories to 4 stories. Example: Any permitted use could be a 4 story building.
4. Consider allowing a 4th floor in the Town Center Zone (possibly Planned Business and Development as well) by special permit with criteria being 4th floor would be set back from façade and not visible from street level. Could also consider restricting 4th floor use to residential.

This topic is scheduled for Council discussion on Tuesday evening. As a next step, a referral to the Town Plan and Zoning Commission is suggested. Upon receipt of comments by the TP&Z, a Council public hearing and action on specific amendments can be scheduled. Council Members Niland and Osgood represented the full Council in this matter.

RJJ/sal

**GLASTONBURY TOWN COUNCIL
REGULAR MEETING MINUTES
TUESDAY, JANUARY 8, 2019**

The Glastonbury Town Council with Town Manager, Richard J. Johnson, in attendance, held a Regular Meeting at 7:00 p.m. at the Council Chambers of Town Hall, 2155 Main Street, Glastonbury, Connecticut.

1. Roll Call

Council Members

Mr. Thomas P. Gullotta, Chairman
Dr. Stewart Beckett III
Ms. Deborah A. Carroll
Mr. Kurt P. Cavanaugh
Ms. Mary LaChance
Mr. Lawrence Niland
Mr. George P. Norman {*excused*}
Mr. Whit C. Osgood
Vacant

(a) Pledge of Allegiance.

Led by Mr. McChesney

(b) Action to appoint Jacob (Jake) McChesney to Town Council

Motion By: Ms. Carroll

Seconded By: Dr. Beckett

BE IT RESOLVED, that the Glastonbury Town Council hereby appoints Mr. Jacob (Jake) McChesney to the Town Council to fill the unexpired term of Vice Chairman Jill Barry.

Result: Motion passes unanimously {7-0-0}

Mr. McChesney was recognized for the remainder of the meeting.

Motion By: Ms. Carroll

Seconded By: Dr. Beckett

BE IT RESOLVED, that the Glastonbury Town Council hereby adds to the agenda the election of Vice President.

Result: Motion passes unanimously {8-0-0}

Nomination By: Ms. Carroll

Seconded By: Dr. Beckett

Nominate Mr. Lawrence Niland for Vice Chairman. Hearing nothing further, nominations were closed.

Result: Mr. Lawrence Niland was elected Vice Chairman by a unanimous vote. {8-0-0}

2. Public Comment.

Mr. David Brown of 61 Coach Road was critical of the town considering an aquatics facility complaining about high taxes, responding to special interest groups for expensive projects and for doing a project that is not profitable. He said that the special interest group should only get the aquatics facility if they fund it themselves.

Ms. Anne Bowman of 62 Morgan Drive expressed support of the ban on plastic bags saying they take up to 1000 years to biodegrade and harm the oceans and marine life. She asked the Council to join her in support of sending the proposal to the Policy and Ordinance Subcommittee.

Ms. Christine Witkowski of 708 Goodale Hill Road explained that she was a professor of environmental science at Middlesex and while some students start off skeptical, examining the evidence is convincing. She expressed support of the ban.

Ms. Laura Levine of 12 Tanglewood Drive said her daughter lives in Hawaii and their beaches are covered in plastic despite having a ban for some time. She said that they have to do something, one billion bags are used in the state every year and most not recycled properly. She expressed support of the ban.

Ms. Kate Morgan of 36 Tanglewood Drive expressed support of the ban on plastic bags saying she spent time in California where they don't use plastic bags yet at the local grocery store, she had a difficult time finding a register that carried paper.

Ms. Lesley Mroz of 121 Heywood Drive expressed support of the ban on plastic bags saying that Ireland and England both gave them up. She noted that seafood is increasingly contaminated with small bits of plastic that are being consumed by people.

Mr. Harold Harris of 101 Laurel Trail said he and his wife do not use plastic bags, they bring their own, but he preferred education over regulation.

Ms. Janet Zook of 222 Williams Street expressed support of the ban on plastic bags speaking to the concern for their oceans.

Ms. Beth Hillson of 262 Cedar Ridge Drive expressed support of the ban on plastic bags saying it gets into what they eat and referenced a recent article in the Hartford Courant and the announcement that Big Y will be removing plastic bags from their stores.

Ms. Jen Siskind of 101 Fairview Terrace expressed support of the ban on plastic bags and commended the Council for getting this on the agenda. She said that sometimes it takes top down action as not every citizen is willing to comply based on education alone. She said that the bags blow into the river and make their way to the sound and ocean remarking that a hundred thousand bags are pulled from the sound every year. She also suggested allowing the stores to charge for the paper bags to recoup their cost. She noted that the organization reviewed the regulations passed by other towns and that they were happy to work with the subcommittee to explain the reasoning behind some of the language. She said that they should be promoting people bringing their own bags.

Ms. Laura Perry of 1995 Main Street expressed support for people to bring your own bag and encouraged all to make an effort to do that.

Ms. Kim McClain of 212 Sunset Drive noted that she serves on the Conservation Commission but was speaking as a citizen. She expressed support of the ban on plastic bags saying they contaminate recyclables; every person uses an average of 83 annually and it takes 12 Million barrels of oil to make the bags used by Americans annually. She said that there is some good early data in places where there have been bans. She commented that there is a person at the transfer station raking bags out of recyclables and that they could do a lot to promote their cause.

3. Special Reports.

(a) Presentation on options for existing dam along Roaring Brook – Town-owned former Slocomb Mill property.

Mr. Johnson reviewed his memo to the Council on the subject dated January 4, 2019. Ms. Laura Wildman of Princeton Hydro reviewed some slides with pictures, historical information, a summary of previous investigations and recommendations summarizing their report to the town. She noted that the current status of the dam is unsatisfactory thus, the option of doing nothing would be a violation. She explained the other two options of a rebuild at an expense estimated to be \$3-\$5M including an eel way, ongoing costs and regulatory requirements with little or no likelihood for grant money or a partial removal which would improve water quality and reduce risk at an expense of about \$300K and potential for grant money. She said that they recommend partial removal.

Vice Chairman Niland asked if a partial removal would require an access road to which Ms. Wildman said yes. Chairman Gullotta asked if partial removal would allow for leaving elements

of historical interest to which Ms. Wildman said yes. Dr. Beckett asked why they couldn't take down two or three sections of the dam instead of all of it. Ms. Wildman said that Dam Safety would have to be involved to ensure the structural integrity when done and it could ultimately cost more. Mr. Osgood asked the next step to which Mr. Johnson said that the Council needs to provide direction. Chairman Gullotta said they would discuss at the next agenda meeting. Mr. Osgood indicated a preference for the partial removal due to the costs and risks. In the meantime, he suggested consideration of a split rail fence to help prevent a fall over the wall and closing the lower level outlet to prevent a potential injury to someone in the water. Ms. Wildman noted that Dam Safety required the low-level outlet to be open but they could make an inquiry.

4. **Old Business.**

None

5. **New Business.**

(a) **Discussion and action on proposed ordinance – Single Use Plastic Bags (refer to Policy & Ordinance Review Subcommittee).**

Motion By: Ms. Carroll

Seconded By: Dr. Beckett

BE IT RESOLVED, that the Glastonbury Town Council hereby refers the proposed ordinance concerning single-use plastic bags to the Policy & Ordinance Review Subcommittee for a report and recommendation.

Disc: Mr. Cavanaugh did not support the ordinance as written and wanted to know more about the genesis of the language, if there was a history of pollution from the bags in town and of bags clogging the sewers. He questioned their authority to restrict the businesses and said he would not support this motion. Dr. Beckett was sensitive to the comments from Mr. Harris and said that there is a place for plastic, it's cheaper and can get wet. He said he preferred a tax instead of a ban adding that when he walks on the farm he doesn't see bags but he does see coffee cups and lids. He questioned why they don't about other common plastics like dry cleaner bags, straws, cups and lids. Ms. Carroll said she would like this to go to the subcommittee as it is not in an ideal form, but she has seen bags, and this is a start.

Mr. Osgood said he did some research and said that plastic bags are two cents while paper are ten to twelve representing the energy required to make them. He didn't want town resources to drive the research but suggested the group come back with unbiased research on the pros and cons. Mr. Cavanaugh noted that when they looked at a panhandling ordinance, the result was to educate and not regulate. He suggested in this case, there was room between where we are now and making laws. Ms. LaChance said she was open to learning more and favored seeing what the subcommittee recommends. Mr. McChesney noted the interest from the public and expressed support for sending it to the subcommittee over stopping the process here. Chairman

Gullotta expressed concern for the health of the youth with regard to ingestion of plastic particles, thanked the organization for bringing the issue forward and expressed support of the motion. He said there are numerous examples of regulation across the country to be considered.

Result: Motion carries {6-2-0} with Mr. Cavanaugh and Mr. Osgood opposing.

JOINT PRELIMINARY PUBLIC HEARING – 8:00 P.M.

NO 1 APPLICATION BY THE CLAREMONT COMPANY, INC. FOR A MAJOR AMENDMENT TO THE SOMERSET SQUARE PLANNED AREA DEVELOPMENT – CONSTRUCTION OF A 4-STORY 131-ROOM HOTEL – 75 GLASTONBURY BOULEVARD

Ms. Khara Dodds, Town Planner, and Member of the Town Plan and Zoning Commission joined the Town Council. Mr. Johnson briefly reviewed his memo to the Council on the subject dated January 4, 2019. Attorney Peter Alter represented the applicant and explained that this is a major amendment with a major amendment already on file and thus should be treated as a brand-new application. He reviewed some history noting that the previous approval was for an apartment building but not able to secure unanimous consent from the other landowners, they went back to hospitality. He reviewed the proposal for a Marriot AC hotel which is a contemporary and upscale brand. He noted the streetscape is preserved with building and landscape up front and parking set back. He said they propose a 4-story building with 19% building coverage, 32% open space, parking (145) that exceeds the regulations (1/room@131) on their own property and use of the existing curb cut. He noted that they have a deeded right to use up to 42 spaces on adjacent property (#45) but the proposal does not show them taking advantage of that. Mr. Drew Queen, architect, said that this brand tends to be on the edge of cities like proposed. He reviewed the elevations.

Vice Chairman Niland asked if this was restricted by the existing covenant to which Attorney replied saying no. Vice Chairman Niland found the elevations harsh and not a good fit for Glastonbury Boulevard adding that it could be contemporary without being out of place. TPZ Chairman Sharon Purtill said she was hopeful they would find a true transition design saying she thought it was too grey. She said that they put a lot of effort into the design elements of the development echoing that it could be different and a transition but still fit within the overall development. She emphasized that the fast food development on Main Street should not be the standard. She indicated that she was open to discussing parking requirements versus needs and creative options. She encouraged them to maintain the sunken lawn element and while she was not supportive of current design, she felt they could work with them to arrive at something they both favored.

Dr. Beckett asked if it had a restaurant and why they didn't go for five or six floors. Attorney Alter said that there will be food for the guests and the size represents the brand. Dr. Beckett said that he didn't like the sheet steel continuing that the red brick compliments the existing. He said he wants to see a blend, part of the community as they have pride in their history. He urged them to seek an evolution but not a radical change. Mr. McChesney echoed that the elevations don't represent a transition but an erosion of the well thought out design of the development. TPZ Vice Chairman Keith Shaw asked if there was meeting, conference or banquet space. Attorney Alter said that there would be meeting rooms and space for small scale banquets but nothing large scale.

Ms. Carroll said there was an austerity to the design and that it wasn't transitional. She said that it should be more like the example development shared from Brighton. She asked if they would be charging for parking to which Attorney Alter said no. Mr. Cavanaugh asked if there financing was in place to which Attorney Alter said yes. Mr. Cavanaugh agreed this was not a transitional design and asked about the design elements of the development, Hartford Green in the windows, water struck brick and the roof structure. Attorney Alter was uncertain. Mr. Cavanaugh asked if they could keep the great lawn element and Attorney Alter said that they would look into it. Mr. Cavanaugh said that the elevations were ugly and depressing and needed some work but he supported the concept of a hotel.

TPZ Member Mike Botelho echoed the comments on the design saying they were stark and depressing without color. He also found the Brighton development more appealing. He wanted to ensure they had adequate parking and encouraged them to establish needs but wanted to be cautious. TPZ Member dissented saying that the development is dark and homogenous, and he found this light and bright. He also said that the lawn element was not central to him and he supported the use. He added that he did find the entrance to the hotel dark and would need signage. He asked if it was contingent on a franchise. Attorney Alter said it was secured. Mr. Osgood suggested they create a berm to screen the parking closest to the boulevard. Chairman Gullotta asked about employees and spaces for attendees at meetings. Attorney Alter said that the data gathered shows they should have plenty of parking but that TPZ would review the plan and the use to make that determination. Chairman Gullotta said that the color reminded him of 1950's drab.

Attorney Jeff Berry of 62 LaSalle Road, West Hartford represented his client saying that they could support the concept but expressed concern about the 42 spaces shared and felt it was important to demonstrate they have enough on their own property. TPZ Chairman Purtil suggested they get together and work it out with the applicant.

Ms. Rachel Supon of 508 Hopewell Road praised the original architect of the development.

TPZ Vice Chairman Shaw said that they propose 131 rooms and 145 spaces so they don't need the shared 42. He noted that being a PAD, they aren't bound by parking regulations but use them as a guideline. He asked about the guidelines if there was meeting space but Attorney Alter

said that they were not spelled out but they will provide an analysis. Hearing nothing further, Chairman Gullotta closed the public hearing.

Mr. McChesney recused himself from the following given he presided over the matter as a previous Member of TPZ. Ms. Khara Dodds, Town Planner, remained with the Town Manager for the following public hearing.

PUBLIC HEARINGS AND ACTION ON PUBLIC HEARINGS – 8:00 P.M.

NO 1 ACTION ON PROPOSED AMENDMENT TO BUILDING ZONE REGULATIONS – EXCAVATION AND FILLING OR REMOVAL OF EARTH PRODUCTS, SECTION 6.2 (CONTINUED FROM DECEMBER 4, 2018 COUNCIL MEETING).

Mr. Johnson reviewed his email to the Council on the subject dated January 4, 2019.

Ms. Jen Siskind of 101 Fairview Terrace questioned if TPZ could approve as nonconforming how that would impact the residents that spoke out against reducing the setback from 50’.

Chairman Gullotta said the proposal was denied so there won’t be grandfathering. Mr. Osgood supported a setback of 25’ and for grandfathering so people wouldn’t have to go to court to demonstrate they should be grandfathered. Vice Chairman Niland suggested they get something in writing from the town attorney about grandfathering versus nonconforming. Mr. Johnson said that the town attorney favored nonconforming, but he can get a written opinion. Dr. Beckett suggested they use the existing regulation of 9’ for the local limited roadways saying it was unfair to hold them to any higher standard. Ms. Carroll favored leaving the 50’ setback saying she’d prefer losing future excavation over the integrity of their neighborhoods. Mr. Osgood continued advocating for a grandfather clause.

Chairman Gullotta said that they are not going more rural but more suburban meaning this will be a greater burden on the community than it once may have been. Dr. Beckett noted that to meet those regulations, a property owner would have to have 120’ frontage. Chairman Gullotta said that the trucks are so much larger, they don’t have the road systems to accommodate them. Vice Chairman Niland suggested changing “may” to “shall” in the requirement under 6.2.7.3. A consensus was reached to leave the regulation at 50’ with Dr. Beckett dissenting per the discussion. Mr. Osgood noted that his issue is how the town addresses the existing operations that don’t meet the regulations. Hearing nothing further, Chairman Gullotta closed the public hearing and no action was taken.

Mr. McChesney returned and was recognized for the remainder of the meeting.

NO 2 ACTION ON APPROPRIATION AND TRANSFER FROM CAPITAL RESERVE-UNASSIGNED FUND BALANCE TO CAPITAL PROJECTS-GRANGE POOL - \$350,000

Mr. Johnson reviewed his memo to the Council on the subject dated January 4, 2019, emphasizing that without this work, the pool will be closed. Chairman Gullotta called for public comment but no one spoke. Mr. Johnson reviewed his

Mr. Bob Nighan of 22 Gates Farm Road said he was a big fan of Grange Pool calling it a jewel for area families that would never be replaced if torn down. He favored the work.

Mr. John Languay of Main Street and Parks and Recreation Commission spoke in favor of the pool as part of their programming and for family recreation.

Ms. Rachel Supon of 509 Hopewell said she lives right across the street and uses it often. She said that there is an incredible history and wonderful location next to Cotton Hollow. She advocated to save the Grange Pool and for a year-round facility given it is a lifetime activity.

Mr. Stephen Becker of 611 Chestnut Hill Road echoed the remarks of Rachel in support of the Grange but also for consideration of a facility to meet broader needs.

Mr. Cavanaugh asked about the repairs. Mr. Johnson said that they did look at a comprehensive approach noting there are access issues and issues in the bathhouse. He said that this is a 5-year fix. Mr. Osgood expressed support. Vice Chairman Niland expressed support asking about leak. Mr. Johnson said that they did find a source of the leak and hope it is most or all of the leak. Dr. Beckett expressed support for the funding saying it was reasonable for a 5-year fix. Ms. Carroll said that anything in the works for another facility would take a while so this is reasonable. Mr. McChesney questioned the certainty of the 5-years. Mr. Johnson explained that they worked with the consultants and based on the information they have now, 5-years is a good number. Ms. LaChance said she supports this action as they explore their overall needs. Chairman Gullotta expressed support saying that helps meet the needs and is fiscally responsible. He also said that it was good to hear people speak out in support of this facility.

Motion By: Ms. Carroll

Seconded By: Dr. Beckett

BE IT RESOLVED, that the Glastonbury Town Council hereby approves a \$350,000 appropriation and transfer from the Capital Reserve-Unassigned Fund Balance to Capital Projects-Grange Pool for repairs to the Grange Pool as described in a report by the Town Manager dated January 4, 2019 and as recommended by the Board of Finance.

Result: Motion passes unanimously {8-0-0}

5. **New Business.**

Continued

- (b) **Action concerning repaving of Route 17 – center line rumble strips (schedule public information hearing).**

Mr. Johnson briefly reviewed his memo to the Council on the subject dated January 4, 2019.

Motion By: Ms. Carroll

Seconded By: Dr. Beckett

BE IT RESOLVED, that the Glastonbury Town Council hereby schedules a public information hearing for 8:00 p.m. on Tuesday, January 22, 2019 to consider the proposal by State DOT to install center line rumble strips as part of the Route 17 repaving project scheduled for summer 2019 as described in a report by the Town Manager dated January 4, 2019.

Result: Motion passes unanimously {8-0-0}

6. **Consent Calendar.**

- (a) **Action to amend the 2019 Regular Council Meeting Schedule.**

Motion By: Ms. Carroll

Seconded By: Dr. Beckett

BE IT RESOLVED, that the Glastonbury Town Council hereby amends the Regular Council Meeting Schedule for 2019 to reschedule the Tuesday, October 8, 2019 meeting to Wednesday, October 9, 2019 at 7:00 p.m. in Council Chambers.

Result: Motion passes unanimously {8-0-0}

7. **Town Manager's Report.**

Mr. Johnson reviewed his memo to the Council on the subject dated January 4, 2019.

Motion By: Ms. Carroll

Seconded By: Dr. Beckett

BE IT RESOLVED, that the Glastonbury Town Council hereby recognizes receipt of the expense report from the Town Manager for the months October through December, 2018.

Result: Motion passes unanimously {8-0-0}

A discussion ensued on the idea of an 8-10' bituminous multi-use path between Mallard Drive and Stockade on Main Street. Dr. Beckett said that they asked for wider shoulders for safety but the state said no. Ms. Carroll pointed out a great article in the most recent Smithsonian about Corporal Jimenez who was injured in Afghanistan. Mr. Cavanaugh asked about 340 Hebron Avenue, the property adjacent company one the trees on the Home Depot property. Mr. Johnson said that there is a financial accounting/planning company interested in 340 Hebron, a restaurant in the parcel next to company one and they are still investigating the tree issue. Mr. Cavanaugh suggested getting the word out to the residents about the significant tree issue. Mr. Johnson said

that the drought had created issues along with disease and he would look into the process and how they let people know. Mr. Cavanaugh asked about cutting at Williams. Chairman Gullotta said that it could be something they consider, selective cutting on that property. Mr. Cavanaugh noted that he read that the state was doing a burn on a property to thin the vegetation. He asked about the boathouse roof. Mr. Johnson said that he was unaware of a permanent fix but would check. Mr. Osgood asked about marking public access areas. Mr. Johnson said that they are working on it. Chairman Gullotta praised the December boathouse event and asked Mr. Johnson to convey his thanks. He suggested they consider something in the spring like a plant sale.

8. Committee Reports.

(a) Chairman's Report.

Chairman Gullotta said he would take the open spot on the Policy and Ordinance Review subcommittee. He said he wouldn't be here for CIP but perhaps he could phone in. He suggested they consider a town-wide facility study to have an outsider make suggestions. Mr. Cavanaugh said that there was support to allow Town Council Members to phone in and Chairman Gullotta had opposed it even though the state regulations allow it. Chairman Gullotta said that he opposed people calling in a vote but he would just be listening.

(b) MDC.

Mr. Osgood said there was no update.

(c) CRCOG.

Dr. Beckett said there was no update.

(d) Policy & Ordinance Review Committee report and recommendation on Advisory Boards and Commissions.

Ms. Carroll said that they sent out a survey to the boards and commissions and some suggested minimum meetings and coming to the Council periodically to report on their activities.

9. **Communications.**

- (a) **Thank you letter from Glastonbury MLK Community Initiative.**
- (b) **Letter from CT Siting Council regarding modifications to existing telecommunications facility located at 58A Montano Road.**

10. **Minutes.**

- (a) **Minutes of December 4, 2018 Regular Meeting.**

Motion By: Ms. Carroll

Seconded By: Dr. Beckett

BE IT RESOLVED, that the Glastonbury Town Council hereby approves as submitted, the minutes of the meeting held December 4, 2018.

Result: Motion carries by the following vote {7-0-1} *Mr. McChesney abstained as he was not yet on the Town Council.*

11. **Appointments and Resignations.**

- (a) **Appointment of Christopher Griffin to the Town Plan and Zoning Commission (member) to fill the unexpired term of Jacob (Jake) McChesney (D-2019).**
- (b) **Appointment of Alice Sexton to the Town Plan and Zoning Commission (alternate member) to fill the unexpired term of Christopher Griffin (D-2019).**
- (c) **Appointment of Jessica Wallace to the Recreation Commission to fill the unexpired term of Daniel Durso (D-2021).**

Motion By: Ms. Carroll

Seconded By: Dr. Beckett

BE IT RESOLVED, that the Glastonbury Town Council hereby appoints Christopher Griffin to the Town Plan and Zoning Commission (member) to fill the unexpired term of Jacob (Jake) McChesney (D-2019), Alice Sexton to the Town Plan and Zoning Commission (alternate member) to fill the unexpired term of Christopher Griffin (D-2019), and Jessica Wallace to the Recreation Commission to fill the unexpired term of Daniel Durso (D-2021).

Result: Motion passes unanimously {8-0-0}

12. **Executive Session.**

- (a) **Potential land acquisition.**
- (b) **Pending litigation – Riverfront Park.**

Motion By: Ms. Carroll

Seconded By: Dr. Beckett

BE IT RESOLVED, that the Glastonbury Town Council hereby enters into executive session at 10:23 pm for the purpose of discussing potential land acquisition and pending litigation- Riverfront Park.

Result: Motion passes unanimously {8-0-0}.

Present for the Executive Session were council members, Mr. Tom Gullotta, Chairman, Mr. Lawrence Niland, Vice Chairman, Dr. Chip Beckett, Ms. Deborah A. Carroll, Mr. Kurt P. Cavanaugh, Ms. Mary LaChance, Mr. Jacob McChesney and Mr. Whit Osgood with town Manager, Richard J. Johnson.

Motion By: Ms. Carroll

Seconded By: Dr. Beckett

BE IT RESOLVED, that the Glastonbury Town Council hereby exits executive session at 10:45 pm.

Result: Motion passes unanimously {8-0-0}.

13. **Adjournment**

Motion By: Ms. Carroll


Seconded By: Dr. Beckett

BE IT RESOLVED, that the Glastonbury Town Council hereby adjourns their regular meeting of January 8, 2018, at 10:46 pm.

Result: Motion passes unanimously {8-0-0}.

Respectfully submitted,

Kimberly Meanix Miller
Kimberly Meanix Miller
Recording Clerk


Lawrence Niland
~~Thomas Gullotta~~
Vice Chairman