



# 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  
09-24-2019 Meeting

September 20, 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. Community Paper Shred Event**

The semiannual Town-sponsored paper shred event will be held on Saturday, October 19<sup>th</sup> from 9:00 a.m. to 1:00 p.m. at the Public Works Highway Garage, 2380 New London Turnpike. There is no charge for attending this program.

**2. Passport Event**

Due to the well-supported and successful initial event held on April 27<sup>th</sup>, a second passport processing event will be held on Saturday, October 26<sup>th</sup> from 10:00 a.m. to 1:00 p.m. at the Friends Room of WTML. This event is open to all on a first come, first served basis.

**3. Household Hazardous Waste Collection**

There are two upcoming household hazardous waste collection days scheduled from 8:00 a.m. to 1:00 p.m. at the Regional Collection Facility, 324 Olcott Street, Manchester on Saturday, October 19<sup>th</sup> and Saturday, November 2<sup>nd</sup>.

**4. Staff Recognition**

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

**5. Private Wells – Public Water Service**

As noted at the September 10<sup>th</sup> meeting, there are several steps recommended to proceed concurrently (as possible) over coming months. This includes the following.

- Comprehensive review of scope and cost for extension of public water service.
- Ongoing monitoring of test results provided to the Glastonbury Health Department.
- Continuing review of the "science" of uranium and other contaminants in private wells including possible negative influence of backwash discharge to ground water from existing and new whole-house systems.
- Opportunity for state and federal grant funding to support way forward plan including legislation to create a state fund for private wells.
- Review of special permit requirements for new residential development and private wells to address potential for uranium and other contaminants (pesticides, salt) along with influence of treatment systems on ground water.
- Public education – Efforts will continue to provide updated information to the public.

On the 10th a working group was discussed to support the activities noted above. Members of such a working group could include the following: Town Council (2), Board of Finance (1), Town Manager, Director of Health, State Legislators (Representatives Barry and Doucette and Senator Cassano) and representatives from State DPH. Representatives from Metropolitan District, Manchester Water, Town consultant and others would be involved as applicable as would the scientist from the Thriving Earth Project. Other expertise would also likely be called upon.

Lastly, it would seem appropriate to assign the group the tasks generally noted above. This will help focus the efforts of the working group along with activities by the Town Manager and Director of Health.

**6. Riverfront Park Phase II**

The attached pages summarize revenues and expenditures for the Riverfront Park Phase II for fiscal years ended June 30, 2017, 2018 and 2019. As noted, revenues continue to grow and now exceed by \$44,708 for June 30, 2019. Expenses include all costs for operation of the Phase II improvements. The goal is to develop a reserve for ongoing capital costs. As you know, there is no General Fund appropriation for operation, care and maintenance for Phase II improvements. The goal is to offset operating costs with revenues. This was not intended to include Debt Service. A great job by Kristen Michaels and Kathryn Paquette.

Sincerely,



Richard J. Johnson  
Town Manager

RJJ/sal  
Attachments

Over the past thirty-one years, it has been a distinct pleasure to work for the Town. That has been due, in large part, to the friendship and assistance of all of you.

Thanks to all of you who stopped by last week with your well-wishes and I would also like to extend my appreciation for the thoughtful gifts I received: A variety of gift cards from various food and retail establishments and a beautiful silver and amethyst bracelet. (I am a big aficionado of gift cards and all types of silver jewelry.)

So, thank you again for making my time with the Town a memorable one. You will all be fondly remembered.

Darryl



The Town of Glastonbury recognizes the importance of providing the highest level of service to all residents and visitors to Town offices and programs. With this in mind, we will appreciate hearing from you concerning your experience when visiting Town offices/facilities. Please take a moment to offer your comments and suggestions in the space below.

RECEIVED  
2019 JUL - 2 - PM 12: 04  
TOWN MANAGER

Richard J. Johnson  
Town Manager

### GLASTONBURY CUSTOMER SATISFACTION SURVEY

1. Please provide date and department(s) you visited: *(several dates)*  
Date June 2019 Department(s) \_\_\_\_\_
2. Were you greeted promptly and courteously?  Yes  No
3. Did you receive the information or help you needed?  Yes  No
4. Please tell us the main purpose of your visit to the Town facility:  
Program for neighbor's reviewed application
5. Please rate the overall quality of information/help you were given:  
 Excellent  Very Good  Average  Below Average  Unsatisfactory
6. Please share any comments or suggestions which would help us improve our service to the public. Kryshna and Peter have been very professional and informative. Maybe a touch skeptical about my aggressiveness, but that's my problem. I can't argue.

Feel free to include your name, address, and telephone number in the space provided:  
John Nealson  
145 Moseley Terrace, 860.657.3378

Thank you for sharing your thoughts with us.  
Simply tear this card at the perforation and drop the postage paid survey in the mail.

The Town of Glastonbury recognizes the importance of providing the highest level of service to all residents and visitors to Town offices and programs. With this in mind, I will appreciate hearing from you concerning your experience when visiting Town offices/facilities. Please take a moment to offer your comments and suggestions in the space below.

RECEIVED  
2019 JUL 11 AM 11:02  
TOWN MANAGER

Richard J. Johnson  
Town Manager

### GLASTONBURY CUSTOMER SATISFACTION SURVEY

1. Please provide date and department(s) you visited:  
Date 7/9 Department(s) Park + Rec
2. Were you greeted promptly and courteously?  Yes  No
3. Did you receive the information or help you needed?  Yes  No
4. Please tell us the main purpose of your visit to the Town facility: to purchase pool passes
5. Please rate the overall quality of information/help you were given:  
 Excellent  Very Good  Average  Below Average  Unsatisfactory
6. Please share any comments or suggestions which would help us improve our service to the public. Staff is always prompt, courteous + accommodating

Feel free to include your name, address, and telephone number in the space provided:

Linda Vannon 3088 Hebron Ave  
Glastonbury, CT  
06033

Thank you for sharing your thoughts with us.  
Simply tear this card at the perforation and drop the postage paid survey in the mail.

# FRITZ LAW FIRM

TEXAS

NEW MEXICO



330 T.C. Jester Blvd.  
Houston, Texas 77007

email: rhf@fritzlawfirm.com  
713.869.2000

August 29, 2019

*Town Manager*

Mr. Peter Carey  
Building Official  
Zoning Enforcement Officer  
Town of Glastonbury  
P.O. Box 6523  
Glastonbury, CT 06033-6523

Re: 501 Hopewell

Dear Mr. Carey:

I sincerely appreciate the time you spent with us regarding our questions concerning our family's property in S. Glastonbury. The advice and kindness that I received when I visit Glastonbury makes me proud that I am originally from there and makes Glastonbury attractive place to rekindle roots and relationships.

At your suggestion, and as vineyard and winery owners and operators, Barbara and I went up to Matson Hill to visit your friends at the winery. Unfortunately, the winery was closed. Maybe next time.

Thank you for all your assistance.

Best regards,

*Robert and Barbara*

Robert H. Fritz  
Fritz Law Firm

RHF/beh

RECEIVED  
2019 SEP -5 PM 2:55  
TOWN MANAGER

To: Richard J. Johnson, Town Manager

From: Lisa Zerio, Director of Parks and Recreation



Date: September 5, 2019

Re: Accolades

Richard,

Attached are copies of accolades from the school administrators to the park crew for all of their hard work getting the grounds ready for the start of school.

Greg Foran also received a phone call from Mr. Gregorski, Principal of Smith Middle School, thanking the crew as well.

They did an amazing job especially with the weather we have experienced this summer and with many of the seasonal staff leaving to go back to college.



**From:** Garofalo, Kristine <garofalok@glastonburyus.org>  
**Sent:** Wednesday, August 28, 2019 6:11 PM  
**To:** Gregory Foran <gregory.foran@glastonbury-ct.gov>  
**Cc:** Alan Bookman <BOOKMANA@glastonburyus.org>  
**Subject:** Thank You!

Hi Greg,

A huge THANK YOU for all the landscaping work that has taken place at Nayaug School over the past few weeks. The building and surrounding grounds look amazing! The work that your crew did this morning in our courtyard truly transformed the space. The teachers could not stop talking about it. I appreciate it and thank you, again, on behalf of the Nayaug staff and families.

Kris

--

Kristine Garofalo  
Principal  
Nayaug Elementary School  
222 Old Maids Lane  
S. Glastonbury, CT 06073  
Phone: (860) 652-4949  
Fax: (860) 652-4950



---

Please consider the environment before printing a copy of this email.



---

**From:** Bollard, Gretchen <BollardG@glastonburyus.org>

**Sent:** Thursday, August 29, 2019 2:31 PM

**To:** Gregory Foran <gregory.foran@glastonbury-ct.gov>

**Subject:** Nayaug grounds

This place looks great!!! Please thank your crews for working so hard and quickly!! What a difference in the courtyard - it looks like a different place.

The west parking lot was also transformed.

Thank you for putting it all into motion!!

Gretchen

--

Gretchen Bollard  
Administrative Assistant  
Nayaug Elementary School  
222 Old Maids Lane  
South Glastonbury, CT 06073  
p. 860-652-4949  
f. 860-652-4950

---

---

Please consider the environment before printing a copy of this email.

**From:** Litke, Michael <LitkeM@glastonburyus.org>

**Sent:** Thursday, August 29, 2019 10:02 AM

**To:** Gregory Foran <gregory.foran@glastonbury-ct.gov>

**Cc:** jason albert <jason.albert@glastonbury-ct.gov>; Alan Bookman <BOOKMANA@glastonburyus.org>

**Subject:** Picnic Table/Bench Installation

Hi Greg,

Just want to extend my thanks and to share my appreciation for your support and for the attention to detail and quality of work shown by Jason and crew. Jason went out of his way to double check installation location, orientation, took every step to ensure everything was level and professionally done. They even spruced of the grounds when before they left so everything looked its best. The outdoor classroom has been unveiled and looks amazing. Thanks again for your support.

---

Please consider the environment before printing a copy of this email.

**From:** Hurlburt, Kent <[HurlburtK@glastonburyus.org](mailto:HurlburtK@glastonburyus.org)>  
**Sent:** Monday, August 26, 2019 4:35 PM  
**To:** Gregory Foran <[gregory.foran@glastonbury-ct.gov](mailto:gregory.foran@glastonbury-ct.gov)>  
**Subject:** Gideon Grounds

Greg,

Just a quick note to say that we are so appreciative of the efforts of you and your crew to beautify Gideon prior to our opening. The courtyard, beds and front entrance have never looked better. Walking up to the building on this beautiful day was a treat because of all the work that you have done and we are proud of the facility!

Please tell your crew that we are both indebted and how thankful we are - you did an amazing job!

Kent and Kim

**Kent M. Hurlburt**  
Principal  
Gideon Welles School  
1029 Neipsic Road  
Glastonbury, CT 06033  
Phone **860-652-7800**  
Fax 860-652-7825

*"Education is not the filling of a pail but the lighting of a fire." --William Butler Yeats*

---

Please consider the environment before printing a copy of this email.

**Riverfront Park and Boathouse  
FY2019 Year End Revenue and Expenditure Report - Inclusive of % Marketing Wages**

**Historical Comparison – Past 2 years and FY2019**

	FY2017	FY2018	FY2019
<b>Expenses</b>			
Operating*	\$203,821.28	\$195,335	\$238,132
Marketing*	\$10,653	\$17,044	See note*
Insurance (Property & Liability)	\$9,700	\$9,700	\$9,700
<b>Total Expenses</b>	<b>\$224,174.28</b>	<b>\$222,079</b>	<b>\$247,832</b>
<b>Revenues</b>			
Event / Banquet Hall Rentals	\$162,170	\$199,728	\$261,301
Boat storage rentals	\$7,820	\$7,650	\$8,310
Boat Launch Fees	\$10,803	\$11,700	\$9,020
Interest on Investment	\$1,424	\$3,176	\$7,007
Miscellaneous**	\$3,500	\$5,078	\$6,902
<b>Total Riverfront Park Revenues</b>	<b>\$185,717</b>	<b>\$227,332</b>	<b>\$292,540</b>
<b>Gain/Loss</b>	<b>(\$38,457)</b>	<b>\$5,253</b>	<b>\$44,708</b>
<b>Revenue as a % of Expenditures</b>	<b>83%</b>	<b>102%</b>	<b>118%</b>
<b>year over year growth</b>	<b>97%</b>	<b>22%</b>	<b>29%</b>

\*As of July 1, 2018, all marketing expenses allocated to Riverfront Park Fund 55073 therefore such expenses are accounted for under "Operating" line item for FY2019 and all future years. Marketing expenses for 2019 amounted to roughly \$15,000.

\*\* Miscellaneous line item includes L.L. Bean Discovery School and Riverfront Recapture Camp Program.

Expenses include the following categories, with marketing allocated primarily to Print/Reproduction and Professional Services.

- Wages - Full Time , Part Time, and Other\*\*\*
- Grounds / Roadside Materials
- Office Supplies
- Operating Supplies
- Repair & Maintenance Supplies
- Training & Dues
- Contractual Services
- Employee Related Insurance
- Pensions
- Technology Use Charges
- Facilities Maintenance
- Printing / Reproduction
- Professional Services
- Programs
- Refunds
- Uniforms
- Utilities / Communications
- Data Processing

\*\*\* Wages inclusive of 80% of Event Manager's salary, (remaining 20% allocated to RCC) and 10% of Marketing/Communications Manager's salary.



## Riverfront Park Operational Results – 2 Year History and FY2019

