

**GLASTONBURY TOWN COUNCIL – 2019-2021  
THIRTIETH TOWN COUNCIL – ORGANIZATIONAL AND REGULAR MEETING AGENDA  
TUESDAY, NOVEMBER 12, 2019  
7:00 P.M. – COUNCIL CHAMBERS, TOWN HALL  
2155 MAIN STREET, GLASTONBURY**

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**Council Members:**

Stewart Beckett III	Thomas P. Gullotta	Whit Osgood
Deborah A. Carroll	Mary LaChance	Lillian Tanski
Kurt P. Cavanaugh	Lawrence Niland	(Jacob McChesney/George Norman-pending recount)

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1. Call to Order – Town Clerk (Section 302).
  - (a) Pledge of Allegiance.
2. Public Comment.
3. Introduction of Town Council Members Elect – Town Clerk.
4. Administration of Oath of Office – Town Clerk (Section 302).
5. Official Town Council Photo.
6. Election of Chair and Vice Chair (Section 302).
  - (a) Appointment of Majority Leader.
  - (b) Appointment of Minority Leader.
7. Resolution establishing the Regular Meetings of the Council (Section 304).
8. Resolution establishing Rules of Procedure (Section 304).
9. Old Business.
10. New Business.
  - (a) Action on transfer from Capital Reserve Fund – Multi Use Trail, Western Boulevard to House Street (refer to Board of Finance, set public hearing).
11. Consent Calendar.
  - (a) Action on Public Preventive Health and Human Service Block Grant (\$8,336).
12. Town Manager's Report.
13. Communications:
  - (a) Letter from Letter from CT Siting Council regarding request for extension of construction time for a telecommunications facility located at 63 Woodland Street.
14. Minutes of October 22, 2019 Regular Meeting.
15. Appointments and Resignations:
  - (a) Appointment of Council Clerk (Section 304).
  - (b) Appointment of Alternate Council Clerk.
  - (c) Representative to the Capitol Region Council of Governments.
  - (d) Resignation of Patti Darling from the Human Relations Commission (D-2021).
16. Executive Session.
  - (a) Potential land acquisition.
  - (b) Pending litigation – Glastonbury vs. Sakon.
17. Adjournment.



# Town of Glastonbury

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

ITEM #7 & 8  
11-12-2019 Meeting

Richard J. Johnson  
Town Manager

November 8, 2019

The Glastonbury Town Council  
2155 Main Street  
Glastonbury, CT 06033

**Re: Regular Council Meeting Schedule and Rules of Procedure**

Dear Council Members:

The following items are scheduled for action on Tuesday evening.

**Item #7 – Regular Council Meeting Schedule**

This establishes the Regular Council Meeting Schedule for 2020 and early 2021. A series of notes are provided to clarify as applicable.

*"BE IT RESOLVED, that the Glastonbury Town Council hereby adopts the Schedule of Regular Council Meetings dated November 12, 2019 for calendar year 2020 and January 2021."*

**Item #8 – Rules of Procedure**

The Council Rules of Procedure adopted December 5, 2017 are attached. Council is asked to adopt these Rules and appoint a two-member Subcommittee to review and make recommendations for any updates as applicable.

*"BE IT RESOLVED, that the Glastonbury Town Council hereby adopts the Council Rules of Procedure dated December 5, 2017."*

Sincerely,

Richard J. Johnson  
Town Manager

RJJ/sal  
Attachments

THIRTIETH TOWN COUNCIL  
2020-2021

SCHEDULE OF REGULAR COUNCIL MEETINGS CALENDAR YEAR 2020  
(THROUGH JANUARY 2021)

JANUARY 14  
JANUARY 28

FEBRUARY 11  
FEBRUARY 25 – Budget Workshop at 6:00 p.m. with  
Regular Meeting to follow

MARCH 10  
MARCH 18 or 19 – Final Budget Public Hearing (FBH) and Action  
required not later than March 27<sup>th</sup> (options include  
FBH at meeting of March 24<sup>th</sup>, or prior week on  
Wednesday or Thursday, March 18 or March 19)

MARCH 24

APRIL 14 – No meeting due to school vacation (April 13<sup>th</sup> - 16<sup>th</sup>)  
APRIL 28

MAY 12  
MAY 26

JUNE 9  
JUNE 23

JULY 14  
JULY 28

AUGUST 4 – First Tuesday of August

SEPTEMBER 8  
SEPTEMBER 22

OCTOBER 13  
OCTOBER 27

NOVEMBER 10  
NOVEMBER 24 – As Needed

DECEMBER 1 – First Tuesday of December

JANUARY 12 (2021)  
JANUARY 26 (2021)

Regular Town Council meetings are generally held on the second and fourth Tuesday of each month at 7:00 p.m. in the Council Chambers of Town Hall, 2155 Main Street, Glastonbury. Exceptions to this schedule are noted above and will be formally noticed as applicable throughout the year. There is only one regular Council meeting in April, August and December, 2020.

APPROVED as revised December 5, 2017

**RULES OF PROCEDURE  
GLASTONBURY TOWN COUNCIL  
2017- 2019**

**INTRODUCTION:**

It is the intention of the Council of the Town of Glastonbury to conduct the Town's business in an efficient and organized manner for the convenience of the citizens of the Town. In order to accomplish this, Rules of Procedure are required to supplement the requirements of Chapter 3 of the Connecticut General Statutes and Chapter 3 of the Glastonbury Town Charter. In addition, Robert's Rules of Order, Newly Revised September 2011, shall be used to govern parliamentary procedure to the extent not set forth below.

**1. REGULAR MEETINGS:**

Generally, the Council meets in regular session on the second and fourth Tuesdays of each month at 7:00 p.m. in the Glastonbury Town Hall, or at such other time or place as the Council may designate by majority vote of the members present at a regular meeting. If at any time any regular meeting falls on a holiday, such regular meeting shall be held on the next business day.

**2. SPECIAL MEETINGS:**

Special meetings may be called by the Chairman, by majority vote of the members present at any regular or special meeting of the Council, or upon written request of three (3) members of the Council to the Town Manager. The Town Manager shall give notice of such meeting stating the means by which the meeting was called and the purpose, time and location of the meeting. The Town Manager shall cause such notice to be given to each member of the Council and the Town Clerk, at least two (2) days before such meeting either (i) at a regular or special meeting of the Council, (ii) by serving such notice personally upon them, or (iii) by leaving such notice at their respective places of residence; provided however, a Council Member may, in accordance with CGS Section 1-225(d), dispense with delivery of notice at his or her place of residence by providing the Clerk of the Council with a waiver of such requirement, which waiver may also authorize delivery of such notice by electronic means.

**3. EMERGENCY MEETINGS:**

Notwithstanding other provisions of these rules, emergency meetings may be called by the Chairman or on written request by three (3) members of the Council to conduct business in accordance with Section 311 of the Charter of the Town of Glastonbury. Notice of such meeting, stating the time, place and purpose, shall be given to each member of the Council and the Town Clerk at least twenty-four (24) hours before such meeting, either (i) at a regular or special meeting of the Council, (ii) by serving such notice personally upon them, or (iii) by leaving such notice at their respective places of residence; provided however, a Council Member may, in accordance with CGS Section 1-225(d), dispense with delivery of notice at his or her place of residence by providing the Clerk of the Council with a waiver of such requirement, which waiver may also authorize delivery of such notice by electronic means.

Additionally, the twenty-four (24) hour requirement may be waived provided at least five (5) members of the Council agree that it be waived and provided all members of the Council have been given such notice by one of three means given above, and provided a copy of the minutes of the meeting stating the nature of the emergency and the proceedings occurring at such meeting are filed with the Town Clerk within two (2) hours of the opening of the next business day. Only those matters contained in the notice may be considered at the emergency meeting.

**4. PUBLIC COMMENT SESSION:**

At the opening of each Council meeting, an opportunity should be provided for the public to be heard. Each person shall sign his or her name and address on a sheet, and restrict his/her comments to three (3) minutes, and may not speak more than once at any Council session. The Chairman will recognize persons and shall give priority to those persons desiring to speak on items on the agenda for the meeting, except those items duly scheduled as a public hearing. No debate or dialogue between members of the public and the Councilors will be permitted. However, during the time set aside for Council business, a Councilor may ask questions of citizens concerning particular business items. Questions, responses and follow-up to the Public Comment Session can be presented and discussed as part of the 'Special Reports' portion of the agenda.

The time set aside for citizen comments shall be up to one-half (1/2) hour immediately following the roll call at regular meetings. The Public Comment Session may be extended at the discretion of the Chairman.

**5. ORDER OF BUSINESS:**

The business of all regular meetings of the Council shall be transacted in the following order, unless the Council, by at least five (5) affirmative votes, changes the order:

- (1) Roll Call and Pledge of Allegiance
- (2) Public Comment Session
- (3) Special Reports
- (4) Old Business
- (5) New Business
- (6) Consent Calendar
- (7) Town Manager's Report
- (8) Committee Reports
- (9) Communications
- (10) Minutes
- (11) Appointments and Resignations
- (12) Executive Session

The business of all special and emergency meetings of the Council shall be transacted in the following order, unless the Council, by at least five (5) affirmative votes, changes the order:

- (1) Roll Call.
- (2) Public Communications and Petitions pertaining to the Call.
- (3) Special Business as contained in the Call.

Meetings shall not extend past 11:00 p.m. unless approved by five (5) affirmative votes.

**6. AGENDA:**

- (a) All reports, communications or other matters to be submitted to the Council shall be delivered to the Town Manager at least seven (7) days prior to each regular meeting. When action of the Council is desired, a specific resolution or ordinance, or recommendation for the type of action, should be included with the material submitted. No action shall be taken under Committee Reports or Appointments and Resignations unless a specific subject matter is indicated on the agenda.
- (b) The Town Manager shall form an agenda by listing such matters according to the order of business above and shall generally meet with Council Leadership the week prior to each regular meeting to review proposed agenda topics. The Town Manager shall furnish each member of the Council a copy of the agenda and the supporting material at least four (4) days prior to the Council meeting, if reasonably possible. Simultaneously, a copy of the agenda shall be furnished to the Town Clerk's Office. In addition, the Town Manager shall

arrange for display of one or more copies of the agenda for use of the general public at the time of the meetings of the Council in an appropriate manner.

- (c) Matters may be added to the agenda for a regular meeting upon the affirmative vote of two-thirds of the members present and voting but not fewer than five (5) affirmative votes.
- (d) Action may only be taken at a regular meeting concerning matters that are on the agenda for that regular meeting as a result of either (a) or (c) above. The absence of a resolution or ordinance or recommendation for type of action in the agenda or supporting material shall not be cause for prohibiting action that is otherwise proper.

**7. PRIVILEGE OF THE FLOOR:**

Except when a member of the Council has, or desires, the floor, the Town Manager shall have the privilege of the floor for the purpose of giving information to the Council. The Town Attorney shall also have the privileges of the floor for the purpose of advising the Council on legal matters. The general public shall also have the floor at the discretion of the Chairman.

**8. MOTIONS:**

- (a) In the event the Chairman desires to make a motion, he/she shall relinquish the Chair to the Vice Chairman who then shall preside during any discussion and vote on such motion or motion as amended, following which the Chairman shall reassume the Chair.
- (b) When a member of the Council wishes to move a question, five (5) affirmative votes are required.
- (c) If a member of the Council wishes to abstain from voting, the member shall so state, along with the reason, before the vote is called for, and the member's vote shall be recorded as an abstention.
- (d) A meeting of the Council, Regular, Special or Emergency, may adjourn on order of the Chairman or on motion of a member of the Council, seconded and carried by a majority of the members of the Council present.

**9. CONSENT CALENDAR:**

- (a) When the Town Manager determines that any item of business requires action by the Council, but is of a routine and non-controversial nature, the Town Manager may cause such item to be presented at a regular meeting of the Council as part of a Consent Calendar.
- (b) The Consent Calendar shall be introduced by a motion "To approve the Consent Calendar", and shall be considered by the Council as a single item and voted accordingly.
- (c) There shall be no debate or discussion by any member of the Council regarding any item on the Consent Calendar.
- (d) All items on the Consent Calendar which require public hearings shall be open for hearing simultaneously, and the Chairman shall announce, or direct the Clerk of the Council to announce, the titles of all such items.
- (e) On objection by any member of the Council to inclusion of any item on the Consent Calendar, that item shall be removed from the Consent Calendar. Such objection may be recorded at any time prior to the taking of a vote on the motion to approve the Consent Calendar. All such items shall be considered individually in an order determined by the Chairman.

- (f) Approval of the motion to approve the Consent Calendar shall be fully equivalent to approval, adoption or enactment of each motion, resolution, ordinance or other item of business thereon, exactly as if each had been acted upon individually.
- (g) The Consent Calendar may include appointments and resignations.

**10. CONDUCT OF PUBLIC HEARINGS:**

**A. General Provisions:**

Public Hearings of the Glastonbury Town Council shall be called to order at the appointed hour by the Chairman of the Council, who shall preside at such hearings.

When a public hearing on more than one subject is scheduled for the same time and place, the subjects shall be heard by the Council in the order in which they are listed in the notice of the hearing. Any change in such order can be made with the unanimous consent of the members of the Council present at the hearing.

**B. Specific Provisions:**

(a) Identification

Persons desiring to speak must give their name, address and the name of the organization they represent, if any, to the Clerk of the Council, either prior to the commencement of the hearing or immediately upon being recognized by the Chairman.

(b) Time Allotted to Hearings

The sponsors of the hearing subject shall confine their remarks to twenty (20) minutes and others speaking on the subject to five (5) minutes each unless an extension is granted by the Chairman. The Chairman may limit the public hearing to two (2) hours and limit all public hearings scheduled for the same date to three (3) hours. In the event that a public hearing is recessed before conclusion, it shall be recessed to a subsequent time and date set by the Council upon declaring the hearing to be in recess.

(c) Speaking at Public Hearings

The sponsoring organization shall be permitted the first opportunity to speak on behalf of the proponents. Other proponents may then speak on the subject. In matters of priority, the Chairman shall determine the order of speakers as well as when questions may be asked and/or answered. When all proponents have completed their remarks, the opponents shall be given equal opportunity to speak on the subject. At the discretion of the Chairman, the order of speakers (proponents, opponents, others) at a public hearing may be changed.

(d) Limit on Time a Person May Speak

No person shall be permitted to speak more than once on the hearing subject, except that questions may be addressed through the Chairman to persons who have spoken at the hearing. In the event that new material is introduced, previous speakers may, at the discretion of the Chairman, address remarks to the new material.

(e) Additional Information Following Conclusion of Public Hearing

Following the conclusion of the public hearing, the Council will not consider additional evidence, presentations, explanations, or arguments by either proponents or opponents of the subject of the hearing. The Council may consult with members of Town staff concerning matters raised or evidence introduced at the public hearing; however, the Council may not use consultations with members of Town staff as a means of obtaining new or additional evidence, presentations, explanations or arguments not presented at the public hearing. Additionally, following closure of a public hearing, members of the Council shall have the opportunity to express findings and conclusions on the public hearing subject. These findings and conclusions may, at the Council's request, be incorporated by Town staff into a proposed resolution regarding the public hearing subject for subsequent action by the Council.

**C. Participation - Public Hearing - By Members of the Council:**

Members of the Council shall not speak during a public hearing except to submit questions with the permission of the Chairman.

**11. COMMITTEES:**

Special committees for a particular purpose may be appointed by the presiding officer, subject to the confirmation of the Council.

**12. AMENDMENTS:**

Any amendment to these rules shall be submitted in writing at any regular meeting of the Council and may be adopted by no less than five (5) affirmative votes of the members at a subsequent meeting of the Council.

**13. REPEAL:**

All previously adopted rules governing Council procedures, exclusive of Charter provision, if any, are hereby repealed.

At its meeting on December 10, 1991, the Council unanimously voted to attach the Guidelines for Utilizing Services of Town Attorney and Cataloging of Opinions to the Rules of Procedure.

**14. GENERAL GUIDELINES:**

**Executive Session**

Executive Session, as needed, may be held at the start, during, or at the end of Regular, Special and Emergency meetings as determined by the particular topic and business agenda for the particular meeting.

**Public Hearings**

Public hearings on major topics shall be scheduled to allow for continuance, as needed, to the next following Council meeting.

ADOPTED: February 23, 1982  
REVISED: February 22, 1983  
REVISED: November 16, 1983



REVISED: May 29, 1984  
REVISED: November 26, 1985  
REVISED: April 14, 1987  
REVISED: January 9, 1990  
REVISED: May 28, 1991  
REVISED: December 10, 1991  
REVISED: May 12, 1992  
REVISED: November 23, 1993  
REVISED: December 14, 1993  
REVISED: December 12, 1995  
REVISED: December 9, 1997  
REVISED: December 14, 1999  
REVISED: January 8, 2003  
REVISED: NOVEMBER 25, 2003  
REVISED: NOVEMBER 15, 2005  
REVISED: DECEMBER 5, 2007  
REVISED: DECEMBER 9, 2009  
REVISED: JANUARY 10, 2012  
REVISED: DECEMBER 3, 2013  
REVISED: DECEMBER 1, 2015  
**REVISED: DECEMBER 5, 2017**

**GLASTONBURY TOWN COUNCIL  
EMERGENCY AND SPECIAL MEETINGS**

**WAIVER OF NOTICE REQUIREMENT BY DELIVERY TO PLACE OF RESIDENCE AND  
AUTHORIZATION TO PROVIDE SUCH NOTICE BY ELECTRONIC MEANS**

In accordance with CGS Section 1-225(d), I hereby waive the requirement that notice of special and emergency meetings be delivered to me at my place of residence and authorize the delivery of such notice to me by electronic means to the following address:

E-mail address: \_\_\_\_\_

(Name) \_\_\_\_\_

(Date) \_\_\_\_\_

## APPENDIX 1

### **GUIDELINES FOR UTILIZING SERVICES OF TOWN ATTORNEY AND CATALOGING OF OPINIONS**

1. All requests for opinions by the Town Attorney shall emanate only from the Town Manager or at the request of a majority of the Town Council, or the Council Chairman.
2. All requests for opinions shall be in writing with a copy of such request to be filed with the Town Manager.
3. All opinions rendered by the Town Attorney shall be in writing with the original directed to the requesting authority and a copy for file purposes to the Manager's Office.
4. All opinions received by the Town Manager or copies thereof shall be kept on file in the Manager's Office.
5. When in the judgment of the Manager or Town Attorney such opinion may be of general application to bodies other than the originating authority, such opinion shall be distributed to such other bodies as are appropriate.
6. In the event that the Town Attorney is unable to serve because of a conflict of interest, the Town Manager shall be so advised. In such cases, the Council shall be advised and the matter referred to the Alternate Town Attorney previously designated by the Town Council.
7. In the event that any Board, Commission or Town official in furtherance of their duties and obligations elects to commence any action in which the Town, or any agency thereof, is to be the plaintiff, notice of such intention to so commence such action shall be given to the Town Council no less than fourteen (14) days before such action is officially commenced. The official commencement of any such action shall be deemed to occur when documentation sufficient to initiate the action is delivered to a sheriff or other proper person for service or filed with such agency or commission having jurisdictions of the subject matter of such complaint.

Revised 12/12/95

**AMENDED AND ADOPTED BY THE TOWN COUNCIL ON 12/10/85**

**APPENDIX 2**

**GLASTONBURY TOWN COUNCIL RECOMMENDED PROTOCOLS**  
**29<sup>TH</sup> COUNCIL**

1. Glastonbury Town Council members recognize that the Town Manager is, under Section 407 of the Glastonbury Code, the personnel officer for Town administrative officials and departments, except the department of Education.

In consideration of this fact, Council members agree that they shall direct all requests for use and access to such personnel or information members might desire or require from personnel or departments through the Town Manager. The major reason for such a chain of command is that the performance of duties are assigned and controlled by the Town Manager, and interference in those assignments has both a financial and performance impact on a department and individuals. The exception to this protocol is the normal access to the assigned staff of Council subcommittees.

2. Council members agree that all and any information requested by a Council member through the Town Manager shall be made equally available to all Town Council members in a timely manner.
3. Council members agree that Town Council Committee activities shall originate by Town Council motion to refer at a regular meeting, or by consensus at said meeting. A committee may request to undertake a specific issue by request to Council at a regular meeting as a regular agenda item or under its committee report. This assists in controlling use of staff time to only those issues a majority of the Town Council wishes to pursue.
4. Town Council members agree that each shall be familiar with the Code of Ethics applying to all elected and appointed officials and will notify fellow Council members of any existing conflicts in a timely manner, should one arise. This is especially important when zoning matters are involved so that an appropriate replacement can be found, as required by Charter.
5. Council members recognize that attendance at regular meetings and acceptance of responsibilities on Council subcommittee meetings is necessary to accomplish Council goals.
6. Town Council members agree that these protocols as well as the Use of the Town Attorney rules, as attached to the Rules of Procedure, and our Rules of Procedure will assist us in the performance of our public duty.

**AMENDED NOVEMBER 25, 2003**



# Town of Glastonbury

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

ITEM #10(A)  
11-12-2019 Meeting

Richard J. Johnson  
Town Manager

November 8, 2019

The Glastonbury Town Council  
2155 Main Street  
Glastonbury, CT 06033

**Re: Capital Reserve Transfer – Multi-Use Trail**

Dear Council Members:

This involves a \$253,000 supplemental appropriation for the multi-use trail to be constructed between Western Boulevard and House Street. Background information as follows:

- Per the attached page, the multi-use trail extends between Western Boulevard and House Street.
- State and federal permitting is complete along with revised easements from the owners (4) of the private parcels the trail crosses.
- Project approved for 100%± funding per LOTCIP grant program.
- Approved grant funds are received in advance with grant funds in excess of project costs returned after audit.
- Competitive bidding process attracted nine respondents with low bid of \$1.023M.
- A project budget of \$1.228M is estimated including contingency and incidentals. \$975,000 is now appropriated.
- \$253,000 supplemental appropriation required to fund estimated project costs to be offset by grant funding.
- Grant funds will be received to the Capital Reserve Fund with no net cost to Glastonbury after grant.
- Goal is to execute contract for work beginning this year as weather allows and continuing to project completion in 2020.

The proposed supplemental appropriation requires a Council public hearing and action with a referral to the Board of Finance. Initial Council action is proposed as follows:

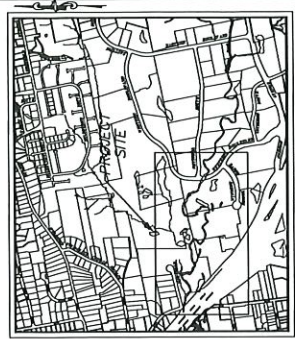
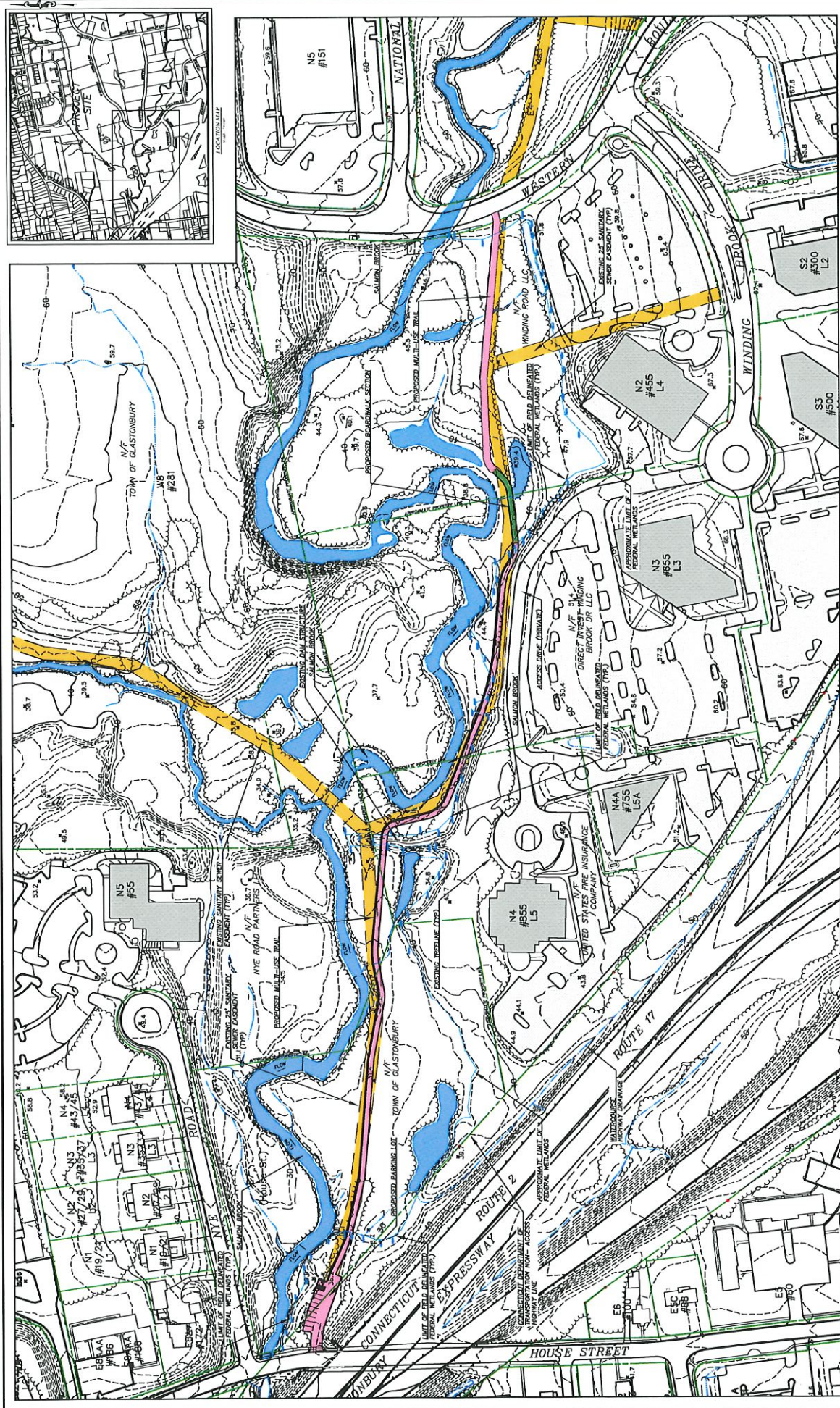
*"BE IT RESOLVED, that the Glastonbury Town Council hereby refers to the Board of Finance the request for a \$253,000 appropriation and transfer from the Capital Reserve Fund – Unassigned Fund Balance for the multi-use trail project and schedules a public hearing for 8:00 p.m. on Tuesday, November 26, 2019 in the Council Chambers of Town Hall at 2155 Main Street to consider the \$253,000 appropriation and transfer, as described in a report by the Town Manager dated November 8, 2019."*

Additional information can be provided as may be requested.

Sincerely,

  
Richard J. Johnson  
Town Manager

RJJ/sal  
Attachment



**LEGEND**

- AREA OF FEMA FLOODWAY
- AREA OF FLOOD ZONE AE
- EXISTING SANITARY SEWER EASEMENT
- PROPERTY LINE
- WATERCOURSE
- ROAD PAVED
- EXISTING FENCELINE
- WATERBODY
- EXISTING BUILDING
- EXISTING PAVEMENT
- CONTOURS--2' INTERVALS

**GRAPHIC SCALE**

1" = 40' (1" = 13.1m)

**SCALE: AS SHOWN**

DATE: 2-09-2017

DRAWN BY: G.M.

CHECKED BY: S.A.B.

APPROVED BY: D.A.P.

BY FILED:

**OVERVIEW PLAN**  
**PROPOSED MULTI-USE PATH**  
**WESTERN BOULEVARD**  
**TO HOUSE STREET**  
**GLASTONBURY, CONNECTICUT**

SHEET NO. 1 OF 1

NO.	DESCRIPTION	DATE

SEE REVISIONS SHEET FOR ALL CHANGES TO THIS PLAN. THE USER ASSUMES ALL LIABILITY FOR THE USE OF THIS PLAN. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.



# Town of Glastonbury

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

ITEM # 11(A)  
11-12-2019 Meeting

Richard J. Johnson  
Town Manager

November 8, 2019

The Glastonbury Town Council  
2155 Main Street  
Glastonbury, CT 06033

**Re: Consent Calendar**

Dear Council Members:

The following items are scheduled for Consent Calendar action on Tuesday evening:

**a. Preventive Health and Human Services Block Grant:**

The Connecticut Department of Public Health has awarded Glastonbury a Preventive Health and Human Services Grant totaling \$8,336 annually for the three-year period, October 1, 2019 through September 30, 2022. The grant will be allocated to a three-year study of student attitudes on use of tobacco and e-cigarettes to help focus a prevention program and determine the effectiveness of such prevention activities. The project will involve Glastonbury DPH, Glastonbury Education, CT DPH and others. The grant process requires Council action as follows:

*"BE IT RESOLVED, that Richard J. Johnson, Town Manager, is authorized to make, execute and approve on behalf of the Town of Glastonbury, any and all contracts or amendments thereof with the State of Connecticut Department of Public Health, as described in a report by the Town Manager dated November 8, 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 #12  
11-12-2019 Meeting

November 8, 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. Council Meeting Schedule**

Per the meeting schedule for 2019, there is a Council meeting on Tuesday, November 26<sup>th</sup> (as needed) and also the following week on December 3<sup>rd</sup>. The thought is to hold the meeting on November 26<sup>th</sup> and the December 3<sup>rd</sup> meeting only as needed.

**2. Commuter Lots**

Discussions continue concerning commuter parking areas at St. Paul's and St. Augustine's Churches. I am advised the parking at St. Augustine's will be discontinued as will the bus route from South Glastonbury. The commuter bus will continue the route along Main Street from Hebron Avenue northerly. It appears those parking at St. Paul's Church (requiring an updated agreement between the Town and St. Paul's) will need to walk to a bus stop along Main Street. This will likely encourage commuters to park in the retail parking lots near the Main Street bus shelters creating another concern.

**3. Minnechaug Golf Course**

On Monday, November 4<sup>th</sup>, the 15,000<sup>th</sup> round teed off at Minnechaug Golf Course. A great 2019 season to date supported by the new lessee, Chris and Matt Guilmette and their colleagues. The course will remain open as weather permits.

**4. Riverfront Skating Area**

Efforts continue to identify the leak(s) at the Riverfront Park skating area. The goal is to resolve so that weather permitting, skating can occur this coming winter season.

**5. Homes for Heroes**

The dedication is scheduled for 11:00 a.m. on Wednesday, November 20<sup>th</sup> at this newly renovated home at 1171 New London Turnpike. Details concerning parking, schedules, etc. will be forwarded separately.



6. **Passport Event**

The most recent "Passport Event" held on Saturday, October 26th processed 31 applications over a three-hour period. This compares to the typical two± hours required to process individual applications. A well-attended, effective program. Nice job by all.

7. **Breast Cancer Campaign**

Town staff did a nice job in coordinating a series of activities in support of breast cancer awareness. The campaign brought some \$1,200 in combined donations.

8. **Citizen Recognition**

This involves pending recognition of a Glastonbury resident for long-term volunteer support of programs and facilities. Council is scheduled as applicable to discuss this matter Tuesday evening.

9. **GHS Locker Room Facility**

A status report on this project is tentatively scheduled for the Tuesday, November 26th Council meeting.

Sincerely,



Richard J. Johnson  
Town Manager

RJJ/sal  
Attachments

**WELCOME HOME!**



**Army Specialist Craig Hall**

**JOIN US for an AMAZING  
Welcome Home Celebration  
Army Specialist Craig Hall  
Wednesday Nov. 20<sup>th</sup> 2019**

*ceremony start time*

**11:00 AM**

*plan to arrive earlier*

*ceremony location*

**Glastonbury,  
Connecticut**

*address available upon request*

To learn more about this great event call David at 1-516-684-9220

**BuildingHomesforHeroes.org**





# STATE OF CONNECTICUT

## CONNECTICUT SITING COUNCIL

Ten Franklin Square, New Britain, CT 06051  
Phone: (860) 827-2935 Fax: (860) 827-2950  
E-Mail: [siting.council@ct.gov](mailto:siting.council@ct.gov)  
[www.ct.gov/csc](http://www.ct.gov/csc)

VIA ELECTRONIC MAIL

November 1, 2019

Lucia Chiocchio, Esq.  
Cuddy & Feder LLP  
445 Hamilton Avenue, 14<sup>th</sup> Floor  
White Plains, NY 10601

RE: **DOCKET NO. 478** - Eco-Site, Inc. Certificate of Environmental Compatibility and Public Need for the construction, maintenance, and operation of a telecommunications facility located at 63 Woodland Street, Glastonbury, Connecticut.

Dear Attorney Chiocchio:

The Connecticut Siting Council (Council) is in receipt of the request for an extension of construction time in the above-referenced matter dated October 31, 2019. Pursuant to Condition No. 6 of the Certificate issued April 2, 2018, the Council hereby grants your request for an extension of construction time in this matter until June 30, 2020, to complete the construction of this facility.

Pursuant to Condition Nos. 6 & 7 of the Certificate, any request for an extension to fully construct this telecommunications facility with at least one fully operational wireless telecommunications carrier shall be filed with the Council not later than 60 days prior to the expiration of this Certificate and shall be served on all parties and intervenors, as listed on the current service list and the Town.

This extension is granted with the understanding that the Council will be notified should the Certificate Holder decide not to proceed with construction.

Sincerely,

Melanie A. Bachman  
Executive Director

MAB/RDM/lm

- c: Parties and Intervenors
  - The Honorable Thomas P. Gullotta, Chairman, Town of Glastonbury
  - Richard J. Johnson, Town Manager, Town of Glastonbury
  - Khara Dodds, Director of Planning and Land Use Services, Town of Glastonbury
  - Council Members

RECEIVED  
2019 NOV -4 PM 12: 26  
TOWN MANAGER

**GLASTONBURY TOWN COUNCIL  
REGULAR MEETING MINUTES  
TUESDAY, OCTOBER 22, 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  
Mr. Lawrence Niland, Vice Chairman  
Dr. Stewart Beckett III  
Ms. Deborah A. Carroll  
Mr. Kurt P. Cavanaugh  
Ms. Mary LaChance  
Mr. Jacob McChesney  
Mr. George P. Norman  
Mr. Whit C. Osgood

**(a) Pledge of Allegiance.**

*Led by Chairman Gullotta*

**2. Public Comment.**

**Mr. John Sakon** noted an email from Mark Branse saying Attorney Branse is the town attorney claiming he works for a firm that represented the town in a court proceeding. He said that what he represented previously was court testimony. He advocated for the town to have a police commission for oversight claiming inappropriate action and corruption.

**3. Special Reports.**

*None*

**4. Old Business.**

*None*

**5. New Business.**

*None*

**6. Consent Calendar.**

**(a) Action on FY 2019-2020 Public Health Emergency Preparedness Grant - \$23,698.**

*Motion By:* Ms. Carroll

*Seconded By:* Dr. Beckett

BE IT RESOLVED, that Richard J. Johnson, Town Manager, is authorized to make, execute, and approve on behalf of the Town of Glastonbury, any and all contracts or amendments thereof with the Capital Region Council of Government for the FY 2020 Public Health Emergency Preparedness Grant.

*Result:* Motion passes unanimously {9-0-0}

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

Mr. Johnson reviewed his report to the Council dated October 18, 2019, noting his expense report.

*Motion By:* Dr. Beckett

*Seconded By:* Vice Chairman Niland

BE IT RESOLVED, that the Glastonbury Town Council hereby acknowledges receipt of the Town Manager's quarterly expense report for July through September, 2019.

*Result:* Motion passes unanimously {9-0-0}

Mr. Johnson continued his overview of his report to the Council. Mr. McChesney said that he and George participated in the Spooky Strolls program praising Parks and Recreation and the library for their work. Mr. Cavanaugh said that when leaving the last meeting, there had been a recent motor vehicle accident that took out trees on New London Turnpike and asked if there would be restitution. Mr. Johnson said that the party would make restitution. Ms. Carroll noted that this was the last meeting of their term and thanked the Town Manager for his endless patience, responsiveness and support, particularly as a first term Member. She said that she speculates no one truly understands the scope of the Town Manager's work. Ms. LaChance said that an accident at the end of Woodhaven took out the curb and the homeowner conveyed to her that the officer was very helpful.

**8. Committee Reports.**

**(a) Chairman's Report.**

Chairman Gullotta said that it was amazing how fast two years flies thanking all at the table, Jill Barry who served early in the term and the Town Manager. He continued saying that with little exception, the work was bi-partisan and they did what they were supposed to do which is make decisions in the best interest of the town.

(b) **MDC.**

Mr. Osgood stated that the MDC is going forward with the Raymond and Kimberly water project but the Chestnut Hill and Lenti project was delayed. Chairman Gullotta said that Mr. DiBella of the MDC had reached out. Mr. Johnson continued saying that Mr. DiBella had agreed with the town's approach on the water issues and indicated they were willing to partner with the town. Chairman Gullotta asked if they could reach out to the Manchester Water Company as there are impacted residents that are in that area as well.

(c) **CRCOG.**

*None*

(d) **Policy and Ordinance Review Subcommittee – Report and Recommendation.**

Ms. Carroll reviewed the Subcommittee's report to the Council dated October 18, 2019, indicating that they are proposing a process for Council Recognitions. Mr. Johnson said that there would be specifics at the next meeting. Mr. Norman clarified, and a consensus was reached in favor of the approach that any such proposed recognition be presented to Policy and Ordinance Review Subcommittee who, in turn, would make a recommendation to the Council as a whole.

9. **Communications.**

(a) **Email from Attorney Mark Branse regarding recent Public Comments**

10. **Minutes.**

(a) **Minutes of October 9, 2019 Regular Meeting.**

*Motion By:* Ms. Carroll

*Seconded By:* Dr. Beckett

BE IT RESOLVED, that the Glastonbury Town Council hereby approves the minutes as submitted for the meeting held October 9, 2019.

*Result:* Motion passes unanimously {9-0-0}

11. **Appointments and Resignations.**

*None*

12. **Executive Session.**

(a) **Potential land acquisition.**

**Motion By:** Ms. Carroll

**Seconded By:** Dr. Beckett

BE IT RESOLVED, that the Glastonbury Town Council hereby enters into Executive Session at 7:21 pm, for the purpose of discussing a potential property acquisition. In attendance will be Council Members and the Town Manager.

**Result:** Motion passes unanimously {9-0-0}.

*Present for the Executive Session item were council members, Mr. Tom Gullotta, Chairman, Mr. Lawrence Niland, Vice Chairman, Dr. Chip Beckett, Ms. Deb Carroll, Mr. Kurt Cavanaugh, Ms. Mary LaChance, Mr. Jake McChesney, Mr. George Norman 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 7:59 pm.

**Result:** Motion passes unanimously {9-0-0}.

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

**NO 1 ACTION ON PROPOSED PURCHASE OF THE 542± ACRES LOCATED OFF HEBRON AVENUE, KEENEY STREET AND HOWE ROAD AND AN \$8M APPROPRIATION, BOND AUTHORIZATION AND TRANSFER FOR THE PROPOSED LAND ACQUISITION.**

**Motion By:** Ms. Carroll

**Seconded By:** Dr. Beckett

BE IT RESOLVED, that the Glastonbury Town Council hereby approves Town purchase of the 542± acres of land owned by the Pension Fund of the Metropolitan District comprised of 4 parcels located off Hebron Avenue, Keeney Street and Howe Road as outlined on the attached page, and in accordance with the Agreement for Sale and Purchase of Real Estate dated October 1, 2019 and an \$8M appropriation and transfer for the proposed acquisition as follows:

- As approved by Town Council action of July 29, 2016, a \$5M appropriation of Bond Authorization and transfer
  - \$2.3M appropriation from (Bond Authorization) from the Reserve for Land Acquisition and Preservation; and
  - \$2.7M appropriation and transfer from the General Fund-Unassigned Fund Balance

- \$3.0M appropriation and transfer from the Reserve for Land Acquisition and Preservation (\$2M) and General Fund-Unassigned Fund Balance (\$1M)

as recommended by the Board of Finance and described in a report by the Town Manager dated October 18, 2019.

BE IT FURTHER RESOLVED, that Council approval is subject to Town satisfaction with the due diligence process including boundary survey, environmental analysis and title search.

**Disc:** Chairman Gullotta called for public comment.

**Ms. Jill Barry of 199 Cabin Lane and State Representative** said that she is aware of decades of effort from the town to acquire over 500 acres of land from the MDC. She said the town wouldn't be here today if it weren't for the endless efforts of the Town Manager. She also thanked Chairman Gullotta and Dr. Beckett for meeting at the capitol to speak to the largest open space acquisition in the State of Connecticut.

**Mr. Charlie Smith of 417 Buttonball Lane** echoed the remarks by Ms. Barry saying he was surprised to learn this was still in the works. He expressed support and thanked Mr. Johnson, and all involved in bringing this to fruition.

**Mr. Richard Abrahams of 44 Goodrich Road** expressed support adding he had spoken about this 25 years prior when the property was being considered for affordable housing even though he was an advocate of affordable housing. He said that he used to live adjacent to this property and encouraged that the town keep it as open space leaving it undeveloped even for town purposes.

Mr. Osgood said he was very much in favor of this acquisition adding that he has been involved in pursuing this property for 25-30 years. He noted the state is requiring this remain open space but that the town occasionally needs municipal space. He said he hoped there would be flexibility and that it could be addressed. Dr. Beckett said that it has been in the works for 45-50 years repeatedly being resurrected and he was pleased to be able to put it to bed. Chairman Gullotta said that it has been a very very long time acknowledging those involved in the past, some who have passed, Jolly Steffans, Don Noelle, Hartford Times Editor, George Graves, Town Reporter for the Hartford Courant, who wrote an editorial advocating for the property to remain open space during the controversy that occurred 25 years ago regarding proposed development. He expressed support and hearing nothing further, the public hearing was closed.

**Result:** Motion passes unanimously {9-0-0}.



13. **Adjournment**

*Motion By:* Ms. Carroll

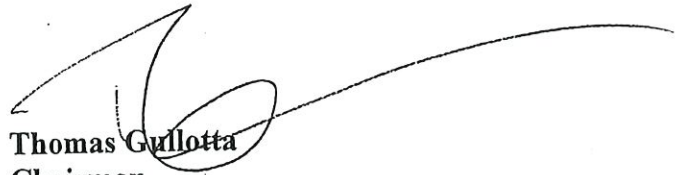
*Seconded By:* Dr. Beckett

BE IT RESOLVED, that the Glastonbury Town Council hereby adjourns their regular meeting of October 22, 2019, at 8:09 pm.

*Result:* Motion passes unanimously {9-0-0}.

Respectfully submitted,

*Kimberly Meanix Miller*  
**Kimberly Meanix Miller**  
Recording Clerk



**Thomas Gullotta**  
Chairman

**susan lauzier**

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**Subject:** FW: Resignation from GHRC

**From:** patti darling <[pattidarling@yahoo.com](mailto:pattidarling@yahoo.com)>  
**Sent:** Wednesday, October 23, 2019 1:51 PM  
**To:** Richard Johnson <[richard.johnson@glastonbury-ct.gov](mailto:richard.johnson@glastonbury-ct.gov)>  
**Cc:** Matt Saunig <[matthew.saunig@gmail.com](mailto:matthew.saunig@gmail.com)>; Raswafford <[raswafford@cox.net](mailto:raswafford@cox.net)>; sherri tanguay <[sherri.tanguay@glastonbury-ct.gov](mailto:sherri.tanguay@glastonbury-ct.gov)>  
**Subject:** Resignation from GHRC

Dear Mr. Johnson:

It has been a pleasure serving on the Glastonbury Human Relations Commission, in collaboration with the Town Human Resources and Human Services directors, since 1998.

I am resigning from the GHRC effective today. My four-year term expires on November 30, 2021.

Thank you for the opportunity to promote affirmative action, human dignity, and fairness for Town residents and employees.

Sincerely,  
Patricia Darling  
GHRC chairperson

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