

GLASTONBURY TOWN COUNCIL AGENDA (AMENDED)
TUESDAY, JANUARY 28, 2020 – SPECIAL MEETING
6:00 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; Whit Osgood; Lillian Tanski

1. Roll Call.
 - (a) Pledge of Allegiance.
2. Public Comment.
3. Special Reports.
4. Old Business.
5. New Business.
 - (a) Action on Capital Improvement Program Criteria FY2020-2021.
 - (b) Action on 2021-2025 Capital Improvement Program – preliminary priorities for July 2020 funding (refer to Board of Finance).
6. Consent Calendar.
 - (a) Action on Effective date for Amendment to Town Code 17-49 – Inspection of Public Sidewalks.
7. Town Manager's Report.
8. Committee Reports.
 - (a) Chairman's Report.
 - (b) MDC.
 - (c) CRCOG.
 - (d) Status Report – Policy & Ordinance Review Committee.
9. Communications.
10. Minutes.
 - (a) Minutes of January 14, 2020 Regular Meeting.
11. Appointments and Resignations.
 - (a) Appointment of Christopher Griffin to the Capitol Region Council of Governments-Regional Planning Commission (Regular Member to RPC).
 - (b) Appointment of Alice Sexton to the Capitol Region Council of Governments-Regional Planning Commission (Alternate Member to RPC).
12. Executive Session.
 - (a) Potential land acquisition.

Note: The Annual Town Meeting will convene at 7:00 p.m. on Tuesday, January 28, 2020 in Council Chambers. Agenda items for the Special Council Meeting scheduled for 6:00 p.m. not completed by the start of the Annual Town Meeting will be handled immediately following adjournment of the Town Meeting.



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)
01-28-2020 Meeting

January 24, 2020

The Glastonbury Town Council
2155 Main Street
Glastonbury, CT 06033

Re: Capital Improvement Program Criteria

Dear Council Members:

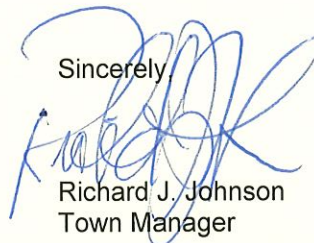
The Capital Improvement Program (CIP) Criteria outlines the process, schedule, goals and guidelines for the Town's highly successful Capital Program. A copy of the Criteria effective 2019-2020 is attached. The document went through a comprehensive update and rewrite in May 2016 and was again updated 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 16, 2020, 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)

Date Last Reviewed by Town Council: January 22, 2019 (No Changes)



Town of Glastonbury

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ITEM #5(B)
01-28-2020 Meeting

Richard J. Johnson
Town Manager

January 24, 2020

The Glastonbury Town Council
2155 Main Street
Glastonbury, CT 06033

Re: Capital Improvement Program – Recommendations for July 1, 2020 Funding

Dear Council Members:

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. This includes preliminary project recommendations for the respective July 1st funding.

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

Heavy Construction Equipment

Capital funding has been allocated over a several year basis for replacement heavy equipment. This includes a paving box, front end loader, skid loader, mini excavator, etc. As explained at the Workshop, funds available after purchase are rolled to the following year and help to reduce the net cost of the respective year equipment as applicable. The Capital Budget for the coming year indicates the estimated cost of the proposed construction equipment and the actual capital allocation is reduced by the amount of currently available funding (\$225,000-90,000). The \$90,000 now available results from a trade-in over the past year and some purchasing economies. I wanted to clarify the proceeding for all.

GHS Locker Facility

The preliminary project estimate totals \$2.2M-\$2.4M. A \$1M appropriation is approved effective July 2019 and an additional \$850,000 proposed for July 2020. Construction is scheduled for spring/summer 2021. Site work is proposed to be handled by Town forces and fit-out by Education funding. Subject to action on the Capital Program, design will proceed for competitive bidding in early 2021. This will allow for value engineering as possible through the design process and the results of competitive bidding to be available when the July 2021 Capital Program is considered.

SMS Gymnasium Flooring

An independent formal review of conditions creating the moisture issues with remedies is suggested. This would provide a written analysis to guide future decisions and actions. My sense is to proceed with this process at the earliest opportunity and review results with all when the report is available. Town projects typically require a bid bond, performance and payment bonds, warranties as applicable, insurance and other protections as available. Town contracts for construction are now proceeding through a formal update with the Town Attorney and insurance requirements are consistently reviewed with the Town's insurance agent of record and CIRMA. The potential form and cost of additional protections will be reviewed over coming weeks.

Grant Awards

The Capital Project Pro Forma in out years shows estimated grants. As discussed at the Workshop, there is potential for additional grants over the next year or so. Most recently, significant grants (80% / 100%) have been awarded for major road reconstruction and bridge replacement. The goal is to receive grant funding above that now shown on the Pro Forma.

Road Side Mower

The road side mower proposed for replacement in the coming year is now 15 years old with some 7,000 hours of operation. Fleet Maintenance staff indicate costly repairs are likely over the next year.

The following is provided for Council consideration:

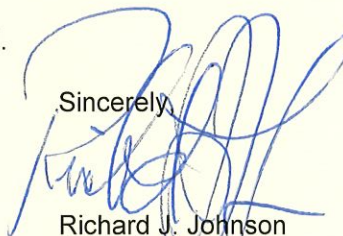
“BE IT RESOLVED, that the Glastonbury Town Council hereby refers the 2021-2025 Capital Improvement Program to the Board of Finance for a funding report and recommendation, including the following preliminary project recommendations for fiscal year 2020-2021.”

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
Attachment

**Capital Improvement Program: Town Manager Recommended Projects:
2020-2021 January 20, 2020**

Infrastructure & Major Equipment Care & Maintenance	\$ 6,840,000	Aligns with objective for...		
		Sustainable	Economic Development	Liveable Communities
Physical Services				
Road Overlay Program	\$ 1,400,000		X	
Sidewalk Maintenance	\$ 175,000	X		X
Fisher Hill Bridge Replacement	\$ 1,450,000			X
Renovation - Slocomb Dam	\$ 225,000	X		
Town Center Streetscape Improvements	\$ 200,000		X	X
Glastonbury Boulevard Pavement Rehabilitation	\$ 400,000		X	
Heavy Equipment (Highway) (A)	\$ 225,000			
General Storm Drainage Improvements	\$ 100,000	X		
Pavement Restoration-Town & Education Facilities	\$ 200,000			X
Mill Street Bridge Replacement	\$ 180,000			X
Public Safety				
Public Safety Communications	\$ 375,000			X
Self Contained Breathing Apparatus (SCBA)	\$ 120,000			
Fire Station Renovations	\$ 75,000			
Police Building - Renovations	\$ 50,000			
Education				
Hopewell - Parking Lot Re-Paving & Curbing	See notes			
GHS - Construction Services - New Field House	\$ 850,000	X		
Smith Middle - Moisture Mitigation/Gym Floor Replacement	\$ 200,000			
Parks & Recreation				
Tree Management	\$ 125,000	X		
Addison Park Renovations	\$ 225,000	X		X
Mower - 16' Rotary Mower Replacement	\$ 120,000			
Winter Hill	\$ 25,000			
General Government				
System-Wide Municipal Roof Replacements	\$ 50,000			
Town Hall, Academy & Security Improvements	\$ 70,000			
Ongoing Projects	\$ 720,000			
General Government				
Property Revaluation	\$ 145,000			
Energy Efficiency - Sustainability	\$ 50,000	X		
Physical Services				
Main Street Sidewalks - Phase 3	\$ 325,000		X	X
Traffic Calming	\$ -		X	X
New Sidewalk Construction	\$ 175,000		X	X
New London Tpke/Route 17 Ramp Configuration	\$ 25,000		X	
New Projects	\$ 715,000			
Splash Pad	\$ 500,000		X	
Bulky Waste Closure Fund	\$ 50,000			
General Bicycle/Pedestrian Improvements	\$ 75,000	X		X
Academy-Williams Memorial	\$ 40,000	X		X
Fiber Connections	\$ 50,000			
Subtotal	\$ 8,275,000			
(A) Less Available Funding	\$ 90,000			
Less Approved Grants and Donations	\$ 1,954,000			
Net Estimated Cost	\$ 6,231,000			

Other Projects to be Funded Outside of Capital Reserve Program

Town Aid \$ 461,217

Notes: Project will proceed in summer 2020 under available and proposed capital funding – pavement restoration.



Town of Glastonbury

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Richard J. Johnson
Town Manager

ITEM #6(A)
01-28-2020 Meeting

January 24, 2020

The Glastonbury Town Council
2155 Main Street
Glastonbury, CT 06033

Re: Consent Calendar

Dear Council Members:

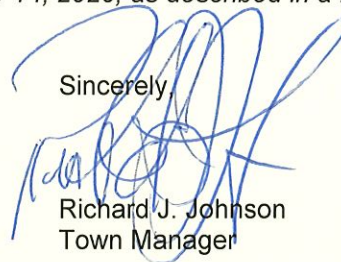
The following item is scheduled for Consent Calendar action on Tuesday evening:

a. Town Code Section 17-49 – Inspection

At the January 14, 2020 meeting, the Council approved amendment to Town Code Section 17-49 concerning inspection of sidewalks. Such an amendment is typically effective ten (10) days after publication (published on January 20, 2020). However, to make certain there is a specific effective date, I will appreciate Council action on the following:

“BE IT RESOLVED, that the Glastonbury Town Council hereby approves an effective date of March 1, 2020 for amendment to Town Code Section 17-49 entitled “Inspection” as formally approved by the Town Council by action at its meeting of Tuesday, January 14, 2020, as described in a report by the Town Manager dated January 24, 2020.”

Sincerely,



Richard J. Johnson
Town Manager

RJJ/sal



Town of Glastonbury

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Richard J. Johnson
Town Manager

ITEM #7
01-28-2020 Meeting

January 24, 2020

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. Engineering Award - Roundabouts

The roundabout projects along the Hebron Avenue corridor were among six projects selected by the CT Chapter of the American Council of Engineering Companies to receive an Engineering Excellence Award. Congratulations to all involved with these successful projects and the well-deserved recognition.

2. Ross Field – Hartford Foundation for Public Giving

The HFPG recently awarded a \$50,000 grant to Glastonbury Little League for re-lamping of Ross Field located immediately behind the Police Department. Thanks and appreciation to the Foundation for this generous donation in support of Glastonbury Little League.

3. Police Officer of the Year

The annual Police Officer of the Year award program sponsored by the Glastonbury Exchange Club is scheduled for the evening of Thursday, February 6, 2020 at the Gallery. Social hour is 6:00 p.m. – 7:00 p.m. with dinner and program following. Tickets can be purchased for \$25 each (check can be made to Exchange Club of Glastonbury). This year's honoree is Police Officer Michael Magrey.

Sincerely,


Richard J. Johnson
Town Manager

RJJ/sal
Attachments

MEMORANDUM

To: Town Council Members

From: Policy & Ordinance Review Committee
Tom Gullotta
Deb Carroll
Lillian Tanski

Date: January 24, 2020

Re: Status Report

The Council Policy & Ordinance Review Subcommittee met on Friday, January 24, 2020 to discuss a potential Council policy/protocol concerning gifts and donations to the Town and possible amendment to definitions included with the Ordinance entitled "Reserve for Land Acquisition and Preservation."

The Subcommittee asked the Town Manager to prepare drafts on both matters for Subcommittee review over the next several weeks with the goal of having a report and recommendation to Council at a near-term Council meeting.

Members of the Subcommittee will be available on Tuesday evening to present and discuss this report in detail.

RJJ/sal

**GLASTONBURY TOWN COUNCIL
REGULAR MEETING MINUTES
TUESDAY, JANUARY 14, 2020**

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
Ms. Mary LaChance
Mr. Jacob McChesney
Mr. Kurt P. Cavanaugh
Mr. Whit C. Osgood
Ms. Lillian Tanski

a. Pledge of Allegiance Led by Chairman Gullotta

2. Public Comment None

3. Special Reports None

4. Old Business None

5. New Business.

a. Discussion and possible action concerning Stallion Ridge Subdivision – open space dedication.

Mr. Johnson explained that he has been asked what the Town's preference is for open space, and he requests guidance from the Council. Ms. Carroll asked if they could potentially get saddled with sidewalks. Mr. Johnson said yes, one of the concerns is how the adjoining property owners could treat this as an extension of the backyard. Dr. Beckett asked if it is possible to request that individual homeowners maintain the 25 feet within the curb because he does not want that to be the Town's responsibility. Mr. Niland said that he does not see a lot of benefit to the Town to own the landlocked piece. Mr. McChesney asked how it is landlocked if they both access MDC property.

Mr. Cavanaugh asked if MDC is offering to give this to the Town because it is unbuildable. Mr. Johnson replied that yes, it is largely unbuildable. Mr. Cavanaugh then inquired whether the developers are getting a density bonus, and he expressed that he would rather the Town not take

ownership over this land. Mr. Johnson agreed with Mr. Cavanaugh's suggestion to revisit the language.

Ms. Tanski asked if they forgo obtaining this as Town land, are there other options? Mr. Johnson explained that the Council does not have to vote on this tonight, but he did suggest that, as one option, public access could be provided from the neighborhood to the adjoining lands. Mr. McChesney stated that he would like to explore an option to offer some public access through those areas without taking them on. Mr. Niland clarified that "landlocked" was the wrong choice of words; he meant "inaccessible."

Chairman Gullotta summarized the Council's discussion with the following questions:

- Could there be a design plan that does not have Town sidewalks, but rather, sidewalks on private property?
- What is the difference between a bonus density versus no bonus density? The developer should not gain a bonus in additional housing for additional parcels of land that will not be developed.

Motion by: Dr. Beckett

Seconded by: Mr. Niland

"BE IT RESOLVED, that the Glastonbury Town Council hereby tables the motion for further discussion."

Result: Motion passed unanimously {9-0-0}.

**b. Discussion and possible action on proposed amendment to Town Code
Article IV – Tax Abatement Regulations for Public Safety Volunteers.**

Mr. Johnson explained the recently amended tax abatement legislation for public safety volunteers. He asked if the Council wishes to consider an amendment to the ordinance to phase in an increase of the maximum from \$1,000 to \$1,500 until June 30, 2021 and \$2,000 after that period. Ms. LaChance expressed support for the increase, stating that these volunteers are a huge benefit to our community. She also asked if there are a certain number of hours that one must be a volunteer in order to be considered in good standing? Mr. Johnson said yes, each organization (e.g. EMTs, firefighters, etc.) have different standards. Mr. Niland also expressed support, saying that it is the least they can do for the volunteers who risk their lives for our community. Ms. Tanski reiterated, stating that this seems like a very small recognition of appreciation for the people who volunteer so much to our community by providing an essential service.

6. Consent Calendar

**a. Action on residential lease renewal of Town-owned property at 1098 New
London Turnpike (lease expired December 31, 2019).**

Motion by: Ms. Carroll

Seconded by: Dr. Beckett

BE IT RESOLVED, that the Glastonbury Town Council hereby authorizes a one (1) year renewal in the lease for the Town-owned residential property at 1098 New London Turnpike, effective January 1, 2020 through December 31, 2020, as described in a report by the Town Manager dated January 10, 2020.

Result: Motion passed unanimously {9-0-0}.

7. Town Manager's Report

Motion by: Ms. Carroll

Seconded by: Mr. Niland

BE IT RESOLVED, that the Glastonbury Town Council hereby accepts the Town Manager's expense report.

Result: Motion passed unanimously {9-0-0}.

Mr. Johnson reviewed his report to the Council dated January 10, 2020. He noted that the Council normally appoints two members to serve on the Audit Exit Committee. Mr. McChesney and Ms. Tanski volunteered to serve. Mr. Niland sent many thanks to the rotary, noting that the signs are fantastic. He also asked the Town Manager to give an update on the Uranium Committee. Mr. Johnson stated that he will speak to the designees in the next 2-3 weeks to get the consultant under contract soon.

Mr. Cavanaugh stated that the Stop & Shop on Oak Street took down a tree and the stump looks relatively healthy. He asked the Town Manager to find out why and if that tree was actually a condition of their original approval. Mr. Johnson agreed. Dr. Beckett thanked the Town Manager for walking through the Council on the MDC PFL land deal, and he is glad that it is done. Mr. Osgood stated that, in the Stallion Ridge subdivision, they are giving the Town the retention basin, which does not make sense. He asked Mr. Johnson to highlight where the houses are and the wetlands and steep slopes that are not developable. The Town Manager agreed to do so.

8. Committee Reports

a. Chairman's Report

Mr. Gullotta expressed that he has the check for Glastonbury Aquatics, but he needs the address to mail it out. He also wished Charlie Murray a happy 75th birthday on behalf of the Council.

b. MDC

Ms. LaChance apologized for not recognizing Mr. Osgood at their last meeting and thanked him for his prior service in this position. She then noted that there were many updates at MDC, including a new system upgrade that happened in the beginning of this year, and the issuance of new customer numbers, which likely need to be updated electronically. Water builders now show the water usage over time and will eventually show 13 months of water usage. There is also a

new method for paying bills, which can be done at CVS, 7-Eleven, and a couple other stores, for a nominal fee. She explained that MDC's reasoning for why the water bill has gone up substantially this year is because the amount of water usage has gone down and there have been special projects that have caused them to spend more money to get in compliance. In regard to the uranium issue, MDC expressed that they would very much like to help the Town with that.

Ms. LaChance also noted that MDC is very excited about tomorrow's closing of the previously discussed property. Mr. Cavanaugh stated that he hopes that after 1:00 pm tomorrow afternoon, they will stop referring to it as the MDC PFL property. He suggested that perhaps the public would like to come up with a new name for it. The Council agreed.

c. CRCOG

Dr. Beckett explained that the Hartford Metro Futures is the new comprehensive economic plan for Greater Hartford. It features three main things, including workforce development. There is a fairly large workforce that are young and not in degree programs. He hopes that the general public will think about other pathways for people to be successful in life.

d. Report and recommendation – Rules of Procedure Subcommittee

Mr. McChesney explained that he and Ms. Tanski met with the Town Manager last week to go over the rules of procedure. They proposed one change: the public comment section does not have a memorialization section, where speakers share their name and address. The public hearing comment section requires it, so they would like to require the same of the public comment section.

Motion by: Dr. Beckett

Seconded by: Ms. Carroll

BE IT RESOLVED, that the Glastonbury Town Council hereby amends Council Rules of Procedure for the 2019-2021 Council as recommended by the Rules of Procedure Subcommittee in a report dated January 10, 2020 and adopts the amended Rules of Procedure effective January 14, 2020.

Result: Motion passed unanimously {9-0-0}.

9. Communications

a. Thank you letter from Glastonbury MLK Community Initiative

10. Minutes

a. Minutes of November 26, 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 November 26, 2019.

Result: Motion passed unanimously {9-0-0}.

b. Minutes of December 11, 2019 Special 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 December 11, 2019.

Result: Motion passed unanimously {9-0-0}.

11. Appointments and Resignations

a. Appointments to various boards, commissions and committees as available (Democratic)

Motion by: Ms. Carroll

Seconded by: Dr. Beckett

BE IT RESOLVED, that the Glastonbury Town Council hereby approves the appointments to the various boards, commissions, and committees, as listed below, and the reappointment of H. Scott Miller as Alternate to the Town Plan & Zoning Commission (R-2023), whose name was omitted from the list.

Name	Board, Commission, Committee	Term
Doug Bowman	Building Board of Appeals/Code Review Committee	New Appointment (D-2023)
Jeffrey Lane	Building Board of Appeals/Code Review Committee	New Appointment (D-2023)
Gayle Kataja	Commission on Aging	Reappointment (D-2023)
Janeen Dolan	Commission on Aging	Reappointment (D-2023)
Candice Mark	Community Beautification Committee	Reappointment (D-2023)
Matthew Saunig	Economic Development Commission	New Appointment (D-2023)
Raymond A. Dolan	Economic Development Commission	Reappointment (D-2023)
James Hagen	Ethics Commission	Reappointment (D-2023)
Wes Schlanter	Ethics Commission (Alternate)	New Appointment (D-2023)
James Campbell	Fair Rent Commission	New Appointment (D-2023)
Elizabeth Catarius	Fair Rent Commission	Reappointment (D-2023)
Manisha Srivastava	Fair Rent Commission	New Appointment (D-2023)
Kevin Graff	Glastonbury Free Academy	New Appointment (D-2025)
Robyn Guimont	Historic District Commission	Reappointment (D-2023)
John Langmaid	Historic District Commission (Alternate)	Reappointment (D-2023)
Jane Gordon Julien	Historic District Commission (Alternate)	New Appointment (D-2022)

Leslie Ohta	Human Relations Commission	Reappointment (D-2023)
David O'Connor	Human Relations Commission	New Appointment (D-2021)
Luther Weeks	Insurance Advisory Committee	Reappointment (D-2021)
Srithar Kataba	Insurance Advisory Committee	New Appointment (D-2021)
David Hoopes	Insurance Advisory Committee	Reappointment (D-2021)
Christopher Griffin	Insurance Advisory Committee	Reappointment (D-2021)
Paul DiSanto	Personnel Appeals Board	New Appointment (D-2025)
Robert J. Zanjungo, Jr.	Town Plan & Zoning Commission	Reappointment (D-2023)
Christopher Griffin	Town Plan & Zoning Commission	Reappointment (D-2023)
Alice Sexton	Town Plan & Zoning Commission (Alternate)	Reappointment (D-2023)
James Campbell	Water Pollution Control Authority	New Appointment (D-2023)
Richard Lawlor	Water Pollution Control Authority	Reappointment (D-2023)
Jennifer Hudner	Welles Turner Library Board	Reappointment (D-2025)
Jaye Winkler	Welles Turner Library Board	Reappointment (D-2025)
Tyler Booth	Youth & Family Services Committee	Reappointment (D-2023)
Ann Purcell Murray	Youth & Family Services Committee	Reappointment (D-2023)
Beth Hillson	Youth & Family Services Committee	New Appointment (D-2023)
Ellen Saunig	Youth & Family Services Committee	New Appointment (D-2023)
Sharon Purtill	Town Plan & Zoning Commission	Reappointment (R-2023)
Michael Botelho	Town Plan & Zoning Commission	Reappointment (R-2023)
Raymond Hassett	Town Plan & Zoning Commission	Reappointment (R-2023)
Nils Carlson	Water Pollution Control Authority	Reappointment (R-2023)
James Parry	Water Pollution Control Authority	Reappointment (R-2023)

Result: Motion passed unanimously {9-0-0}.

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 7:50 pm, for the purpose of discussing a potential land acquisition, and will return at 8:00 pm to discuss the public hearings.

Present for the Executive Session item were council members, Mr. Tom Gullotta, Chairman, Mr. Lawrence Niland, Vice Chairman, Dr. Chip Beckett, Ms. Deb Carroll, Ms. Mary LaChance, Mr. Jake McChesney, Mr. Kurt Cavanaugh, Ms. Lillian Tanski, and Mr. Whit Osgood with Town Manager, Richard J. Johnson.

Result: Motion passed unanimously {9-0-0}.

13. Public Hearings and Actions on Public Hearings

NO 1: ACTION ON PROPOSED AMENDMENT TO TOWN CODE SECTION 17-49 INSPECTION OF PUBLIC SIDEWALKS.

Motion by: Ms. Carroll

Seconded by: Dr. Beckett

BE IT RESOLVED, that the Glastonbury Town Council hereby approves amendment to Town Code Section 17-49 Inspection of Public Sidewalks, as described in a report by the Town Manager dated January 10, 2020.

Disc: Mr. Johnson explained that the regulations state that sidewalks have to be inspected annually. He noted that, while they will continue to do their best to inspect sidewalks annually, with 110 miles of sidewalk and growing, there was a recommendation to look at changing the language to endeavor to inspect every sidewalk annually but to only require inspection every other year. He noted that they looked at two other surrounding communities in Greater Hartford who had very similar language.

Result: Motion passed unanimously {9-0-0}.

NO 2: ACTION ON \$26,806 TRANSFER FROM THE CAPITAL RESERVE FUND – UNASSIGNED FUND BALANCE TO CAPITAL PROJECTS – HEBRON AVENUE RESURFACING.

Motion by: Ms. Carroll

Seconded by: Dr. Beckett

BE IT RESOLVED, that the Glastonbury Town Council hereby approves a \$26,806 transfer from the Capital Reserve Fund – Unassigned Fund Balance to Capital Projects – Hebron Avenue Resurfacing, as described in a report by the Town Manager dated January 10, 2020 and as recommended by the Board of Finance.

Disc: None

Result: Motion passed unanimously {9-0-0}.

14. Reenter Executive Session

Motion By: Ms. Carroll

Seconded By: Dr. Beckett

BE IT RESOLVED, that the Glastonbury Town Council hereby (re)enters into executive session for the purpose of discussing a potential land acquisition, at 8:15 pm.

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, Ms. Mary LaChance, Mr. Jake McChesney, Mr. Kurt Cavanaugh, Ms. Lillian Tanski, and Mr. Whit Osgood with Town Manager, Richard J. Johnson.

No votes were taken during the Executive Session.

Motion By: Ms. Carroll

Seconded By: Dr. Beckett

BE IT RESOLVED, that the Glastonbury Town Council hereby exits executive session at 8:45 pm.

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

15. Adjournment

Motion By: Ms. Carroll

Seconded By: Dr. Beckett

BE IT RESOLVED, that the Glastonbury Town Council hereby adjourns their organizational and regular meeting of January 14, 2020, at 8:46 pm.

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

Respectfully submitted,

Lilly Torosyan

**Lilly Torosyan
Recording Clerk**



**Thomas Gullotta
Chairman**