

**GLASTONBURY TOWN COUNCIL AGENDA  
TUESDAY, MAY 12, 2020 – REGULAR MEETING  
7:00 P.M. – ZOOM VIDEO CONFERENCING**

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**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

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

NO 1 ACTION ON \$50,000 APPROPRIATION AND TRANSFER FROM THE CAPITAL RESERVE-UNASSIGNED FUND BALANCE TO CAPITAL PROJECTS-PUBLIC WATER SERVICE.

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1. Roll Call.
  - (a) Pledge of Allegiance.
2. Public Comment.
3. Special Reports.
4. Old Business.
  - (a) Discussion concerning proposed amendment to Building Zone Regulations – Building Heights.
5. New Business.
  - (a) Action on fees and charges for Refuse Operation effective July 1, 2020.
  - (b) Action on Main Street sidewalk project (refer to Town Plan and Zoning; set public hearing).
  - (c) Action on proposed land acquisition (refer to Town Plan and Zoning Commission; refer to Board of Finance; set public hearing).
  - (d) Action on proposed amendment to Town Code - Council appointees to Board of Assessment Appeals (set public hearing).
6. Consent Calendar.
  - (a) Action on residential lease renewal of town-owned property at 35 Bell Street (lease expires June 20, 2020)
7. Town Manager's Report.
8. Committee Reports.
  - (a) Chairman's Report.
  - (b) MDC.
  - (c) CRCOG.
9. Communications.
10. Minutes.
  - (a) Minutes of April 28, 2020 Regular Meeting.
  - (b) Minutes of April 21, 2020 Special Meeting.
11. Appointments and Resignations.
12. Executive Session.

**IN ACCORDANCE WITH GOVERNOR LAMONT'S EXECUTIVE ORDER 7B.1 "SUSPENSION OF IN-PERSON OPEN MEETING REQUIREMENTS", THE REGULAR TOWN COUNCIL MEETING OF TUESDAY, MAY 12, 2020 WILL BE CONDUCTED THROUGH ZOOM VIDEO CONFERENCING.**

THE PUBLIC WILL NOT BE ABLE TO ATTEND THE MEETING IN PERSON, HOWEVER, THE PUBLIC WILL BE ABLE TO SUBMIT PUBLIC COMMENT AND PUBLIC HEARING COMMENT VIA THE TOWN OF GLASTONBURY WEBSITE VIA THE FOLLOWING LINK: <https://www.glastonbury-ct.gov/about-us/town-government/boards-commissions-committees/public-comment-town-council-meetings>. THE MEETING WILL BE BROADCAST IN REAL TIME THROUGH PUBLIC ACCESS TELEVISION CHANNEL 16 AND LIVE VIDEO STREAM AT THE TOWN WEBSITE OR VIA THE FOLLOWING LINK: <https://www.glastonbury-ct.gov/about-us/pr-communications/tv-channel-public-broadcasting/public-broadcast-streaming-video>.

THE PUBLIC MAY ALSO JOIN THE ZOOM VIDEO CONFERENCE AS AN ATTENDEE (VIEW AND LISTEN FUNCTION ONLY) VIA THE FOLLOWING INSTRUCTIONS:

JOIN BY PC, MAC, IPAD, IPHONE OR ANDROID DEVICE:

GO TO THE FOLLOWING LINK:

<https://us02web.zoom.us/j/82477877903?pwd=T2ExNXhJcIJBZ3J4dnhUZGhmSW9OZz09>

PASSWORD: 836368

JOIN BY PHONE:

US: +1 646 558 8656

WEBINAR ID: 824 7787 7903

PASSWORD: 836368



# Town of Glastonbury

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

**PUBLIC HEARING NO. 1**  
**05-12-2020 Meeting**

Richard J. Johnson  
Town Manager

May 8, 2020

The Glastonbury Town Council  
2155 Main Street  
Glastonbury, CT 06033

**Re: Public Water Service – Uranium**

Dear Council Members:

As discussed previously, one of the action steps related to uranium in private wells serving residential properties includes evaluation of possible new water service by the Metropolitan District and Manchester Water Company. The concept is to develop preliminary plans linking concentrations of high uranium with possible new public water service. Glastonbury will work with the Metropolitan District and Manchester Water to review current system capacity, the opportunity to extend public water service and related costs. The Town has completed a competitive request for proposal for engineering assistance for this initial phase.

A \$35,000 budget is now envisioned, however, I am recommending a \$50,000 allocation so that funds are available should additional scope items be requested by the Town. Since there is no allocation for this purpose and the goal is to begin work over coming weeks, a \$50,000 appropriation and transfer from the Capital Reserve-Unassigned Fund Balance is proposed. This proposal is scheduled for Council public hearing and action on Tuesday evening as follows:

*"BE IT RESOLVED, that the Glastonbury Town Council hereby approves a \$50,000 appropriation and transfer from the Capital Reserve-Unassigned Fund Balance to Capital Projects-Public Water Service for a concept plan and cost estimating of potential new public water service in Glastonbury, as described in a report by the Town Manager dated May 8, 2020 and as recommended by the Board of Finance."*

Sincerely,

Richard J. Johnson  
Town Manager

RJJ/sal



# Town of Glastonbury

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FAX (860) 652-7505

Richard J. Johnson  
Town Manager

ITEM #4(A)  
05-12-2020 Meeting

May 8, 2020

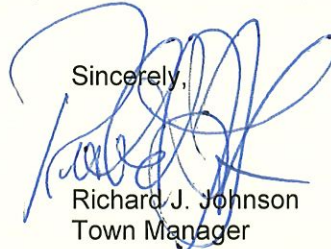
The Glastonbury Town Council  
2155 Main Street  
Glastonbury, CT 06033

**Re: Public Hearing – Building Zone Regulations – Building Heights**

Dear Council Members:

In preparation for the hearing and proposed action, I have provided a copy of my February 21, 2020 letter with attachments. The purpose of Tuesday's discussion is to make certain any questions requiring additional research are understood before the May 26<sup>th</sup> Council Meeting. Basically, a refresher on this topic which was last discussed 2+ months ago.

Sincerely,



Richard J. Johnson  
Town Manager

RJJ/sal  
Attachments



# Town of Glastonbury

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Richard J. Johnson  
Town Manager

ITEM #5(A)  
02-25-2020 Meeting

February 21, 2020

The Glastonbury Town Council  
2155 Main Street  
Glastonbury, CT 06033

**Re: Building Zone Regulations – Building Heights**

Dear Council Members:

This topic involves proposed amendment to the Building Zone Regulations concerning building heights in commercial zones. This topic was first brought up at the Council table and referred to an Ad Hoc Working Group (AHWG). The working group forwarded the recommendation cited in the attached memorandum. This matter was then reviewed by the Town Plan and Zoning Commission with Commission recommendations presented in its June 17, 2019 report. The Council considered this topic at public hearings on July 23, 2019 and September 10, 2019. Based on testimony and Council discussion, the matter was referred back to the TP&Z per the following:

- Should the building height be increased in outlying areas.
- Should increases to building heights be considered in the Village District and particularly Bucks Corner and Buckingham.
- Is a minimum lot size applicable to proposed changes, realizing that parking, open space, etc. does limit square footage on smaller parcels.

The Town Plan and Zoning Commission considered the questions noted above and approved a revised recommendation by proposing the following:

Consistent with Original Recommendation:

- Establish 14.25 feet per floor throughout all zones – recommendation 1. of AHWG.
- Planned Travel Zone increase permitted floors from 2.5 to 3 floors – recommendation 2. of AHWG.
- Planned Employment and Planned Commerce – recommendation 3. of AHWG.

Amendments to Original Recommendation:

- Develop Overlay Zone in the Planned Business and Development Zone (North Main Street area). This increases the number of permitted floors in the PBD Zone from 2.5 to 3 excluding those smaller parcels located in outlying areas (dark green). This amends recommendation 2. of the AHWG per Council comment.

This matter is scheduled for discussion on Tuesday evening. My sense is to confirm Council questions and concerns have been fully answered before scheduling for public hearing and action. A formal motion will be available on Tuesday evening to complement Council discussion.

Sincerely,

  
Richard J. Johnson  
Town Manager

RJJ/sal  
Attachments

**MEMORANDUM**

To: Town Council Members

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

Date: January 18, 2019

Re: **Report and Recommendation**

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

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


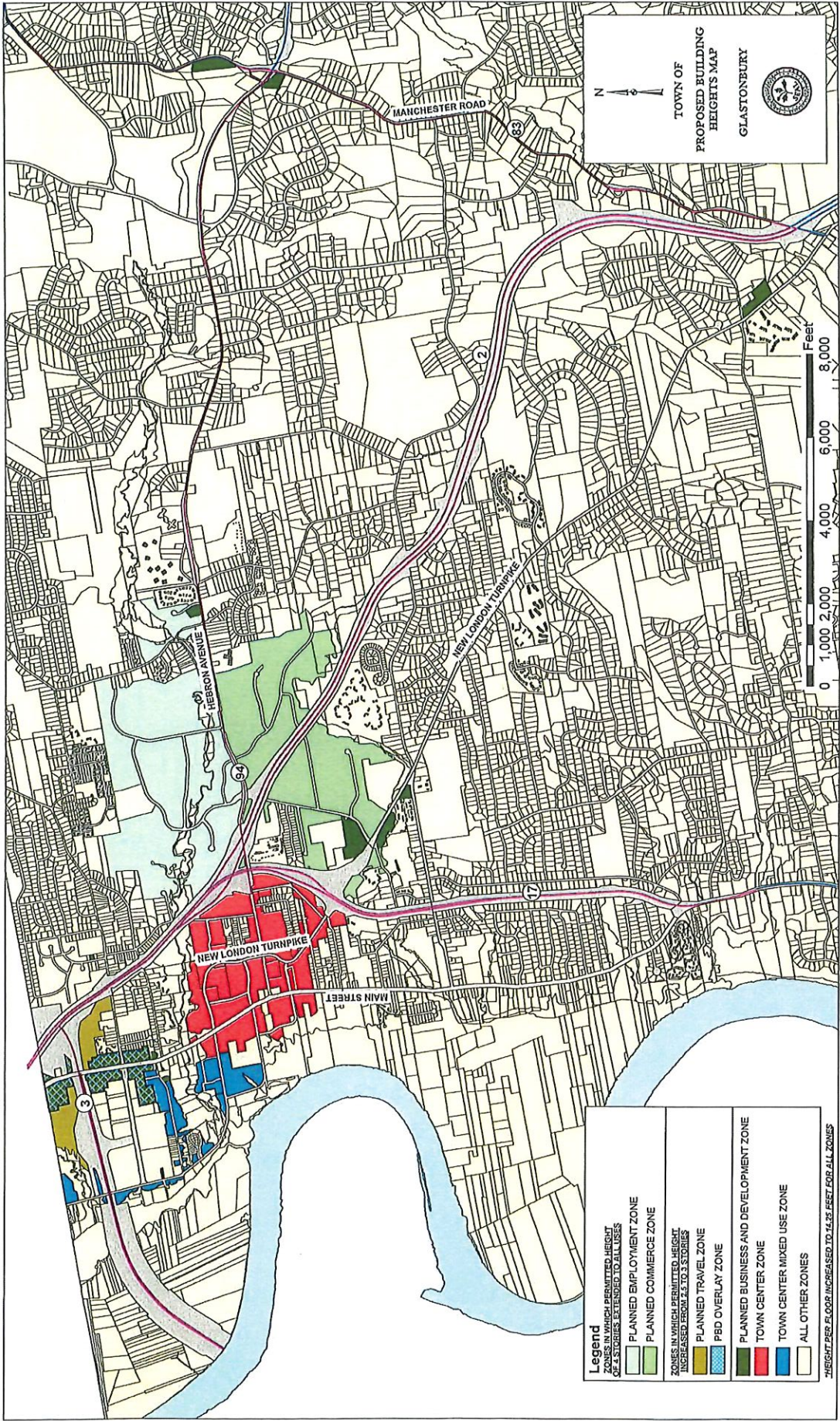
This topic is scheduled for Council discussion on Tuesday evening. As a next step, a referral to the Town Plan and Zoning Commission is suggested. Upon receipt of comments by the TP&Z, a Council public hearing and action on specific amendments can be scheduled. Council Members Niland and Osgood represented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

RJJ/sal

TOWN OF GLASTONBURY - BUILDING ZONE REGULATIONS-BUILDING HEIGHTS TEXT AMENDMENTS

Zoning District	Section Number	Current Regulation	Proposed Regulation - Amendments in Red
All Residential Zones	4.1.9, 4.2.9, 4.3.9, 4.4.9, 4.5.9	No residential building shall exceed a height of two and one-half (2 1/2) stories or thirty-five (35) feet.	No residential building shall exceed a height of two and one-half (2 1/2) stories or <b>thirty-five and one-half (35 1/2) feet</b> .
Planned Business & Development Zone ( <i>Doesn't include properties within the PBD Overlay Zone</i> )	4.6.10	No building shall exceed a height of two and one-half (2 1/2) stories or thirty-five (35) feet.	No building shall exceed a height of two and one-half (2 1/2) stories or <b>thirty-five and one-half (35 1/2) feet</b> .
Planned Travel Zone	4.7.10	No building shall exceed a height of two and one-half (2 1/2) stories or thirty-five (35) feet.	No building shall exceed a height of <b>three (3) stories or forty-two and three-fourths (42 3/4) feet</b> .
Planned Industrial Zone	4.8.10	No building shall exceed a height of two and one-half (2 1/2) stories or thirty-five (35) feet, except if a building is designed for office, general, and/or professional use excluding manufacturing, in which case no building shall exceed four (4) stories and a height of fifty-seven (57) feet.	No building shall exceed a height of two and one-half (2 1/2) stories or <b>thirty-five and one-half (35 1/2) feet</b> , except if a building is designed for office, general, and/or professional use excluding manufacturing, in which case no building shall exceed four (4) stories and a height of fifty-seven (57) feet.
Town Center Zone	4.13.6.e	No building shall exceed a height of 3 stories or 38 feet.	No building shall exceed a height of three (3) stories or <b>forty-two and three-fourths (42 3/4) feet</b> .
Planned Employment Zone	4.14.10	No building shall exceed a height of two and one-half (2 1/2) stories or thirty-five (35) feet, except if a building is designed for office, general, and/or professional use excluding manufacturing, in which case no building shall exceed four (4) stories and a height of fifty-seven (57) feet. For the purpose of this section, the first story shall be the lowestmost story entirely above grade plane.	No building shall exceed a height of <b>four (4) stories or fifty-seven (57) feet</b> . For the purpose of this section, the first story shall be the lowestmost story entirely above grade plane.
Planned Commerce Zone	4.15.10	No building shall exceed a height of two and one-half (2 1/2) stories or thirty-five (35) feet, except if a building is designed for office, general, and/or professional use excluding manufacturing, in which case no building shall exceed four (4) stories and a height of fifty-seven (57) feet. For the purpose of this section, the first story shall be the lowestmost story entirely above grade plane.	No building shall exceed a height of <b>four (4) stories or fifty-seven (57) feet</b> . For the purpose of this section, the first story shall be the lowestmost story entirely above grade plane.
So. Glastonbury Village Commercial Zone	4.16.3 b-3	2 1/2 stories or 35 feet maximum	Two and one-half (2 1/2) stories or <b>thirty-five and one-half (35 1/2) feet maximum</b>
So. Glastonbury Village Residential Zone	4.16.4.c	No single family residential building shall exceed 2 1/2 stories or 35 feet in height.	No single family residential building shall exceed 2 1/4 stories or <b>thirty-five and one-half (35 1/2) feet</b> in height.
Adapt. Redevelopment Zone	4.17.2 (d)	Buildings shall not exceed a height of forty feet (40') as measured in accordance with the Building-Zone Regulations and shall not exceed three stories of living space, except that any existing building that exceeds that height may remain and utilize existing stories, even if greater than the new construction limitation of three stories.	Buildings shall not exceed a height of <b>forty-two and three-fourths (42 3/4) feet</b> as measured in accordance with the Building-Zone Regulations and shall not exceed three stories of living space, except that any existing building that exceeds that height may remain and utilize existing stories, even if greater than the new construction limitation of three stories.
Town Center Mixed Use	4.18.4.e	No building shall exceed 2 1/2 stories or a height of thirty five (35) feet.	No building shall exceed 2 1/2 stories or a height of <b>thirty-five and one-half (35 1/2) feet</b> .
Planned Business and Development Overlay Zone	4.19 (New Section)	No Current Text. <i>New section proposed - Section 4.19-Planned Business Development Overlay Zone</i>	<i>New Text Referencing Section 4.19.5.</i> No building in the Planned Business and Development (PBD) Overlay Zone shall exceed a height three (3) stories or forty-two and three-fourths (42 3/4) feet.

TOWN OF  
 PROPOSED BUILDING  
 HEIGHTS MAP  
 GLASTONBURY

- Legend**
- PLANNED EMPLOYMENT ZONE
  - PLANNED COMMERCE ZONE
  - PLANNED TRAVEL ZONE
  - PBD OVERLAY ZONE
  - PLANNED BUSINESS AND DEVELOPMENT ZONE
  - TOWN CENTER ZONE
  - TOWN CENTER MIXED USE ZONE
  - ALL OTHER ZONES
- ZONES IN WHICH PERMITTED HEIGHT IS INCREASED TO 3 STORIES
- ZONES IN WHICH PERMITTED HEIGHT IS INCREASED FROM 2.5 TO 3 STORIES
- HEIGHT PER FLOOR INCREASED TO 14.5 FEET FOR ALL ZONES

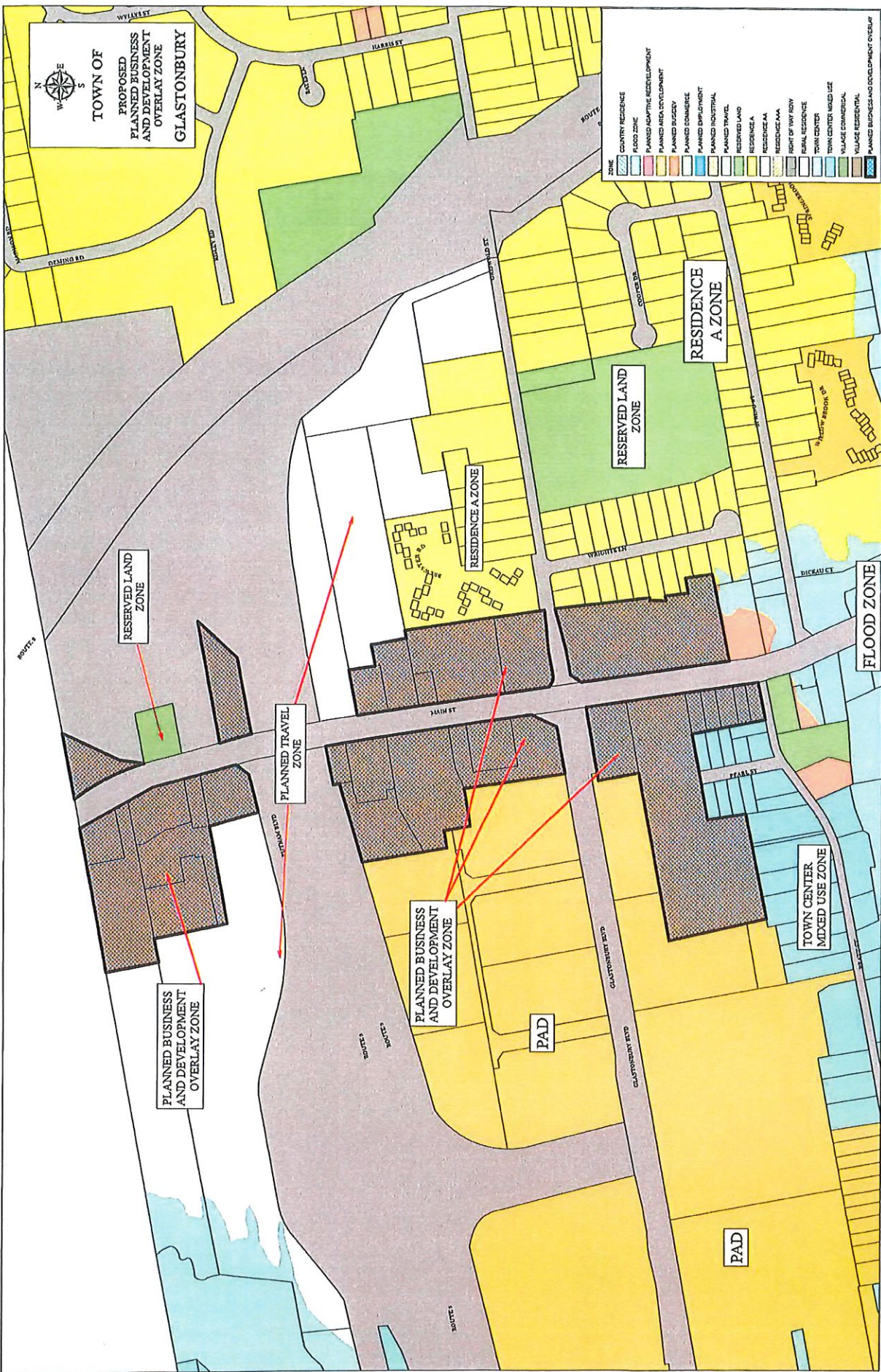


**TOWN OF  
GLASTONBURY**  
PROPOSED  
PLANNED BUSINESS  
AND DEVELOPMENT  
OVERLAY ZONE



**ZONE**

[Pattern]	COUNTRY RESIDENCE
[Pattern]	FLOOD ZONE
[Pattern]	PLANNED ADAPTIVE REDEVELOPMENT
[Pattern]	PLANNED AREA DEVELOPMENT
[Pattern]	PLANNED BUSINESS
[Pattern]	PLANNED COMMERCIAL
[Pattern]	PLANNED EMPLOYMENT
[Pattern]	PLANNED INDUSTRIAL
[Pattern]	PLANNED TRAVEL
[Pattern]	RESERVED LAND
[Pattern]	RESIDENCE A
[Pattern]	RESIDENCE AA
[Pattern]	RESIDENCE AAA
[Pattern]	RIGHT OF WAY ROW
[Pattern]	REAR RESIDENCE
[Pattern]	TOWN CENTER
[Pattern]	TOWN CENTER MEDIUM DENSITY
[Pattern]	VILLAGE RESIDENTIAL
[Pattern]	PLANNED BUSINESS AND DEVELOPMENT OVERLAY



RESERVED LAND ZONE

PLANNED TRAVEL ZONE

PLANNED BUSINESS AND DEVELOPMENT OVERLAY ZONE

PAD

RESIDENCE A ZONE

RESERVED LAND ZONE

FLOOD ZONE

TOWN CENTER MIXED USE ZONE

PAD



*Town of Glastonbury*

OFFICE OF COMMUNITY DEVELOPMENT

To: Richard J. Johnson, Town Manager

From: Khara C. Dodds, Director of Planning/Land Use Serv. 

Date: June 17, 2019

Re: Building-Zone Text Amendments -- Building Heights

Richard,

Please find a favorable recommendation from the Town Plan and Zoning Commission to increase the building heights in the Building-Zone Regulations attached. This recommendation is in accordance with the outcomes of the joint meeting held between the Plans Review Subcommittee and the Building-Height Subcommittee on March 27, 2019. In general, the recommendations are in accordance with the following:

1. Provide consistency in the per floor height limits in all zones so that each floor can achieve a maximum of 14.25 feet in height.
2. Increase the number of permitted floors in the Planned Business and Development and Planned Travel Zone from 2.5 floors to 3 floors.
3. Increase the number of permitted floors in the Planned Employment and Planned Commerce zone from 2.5 to 4 stories.

In accordance with the objectives as identified above, please find the text amendments attached. The text amendments will change various sections in the Building-Zone Regulations to increase the per floor height to 14.25 feet and to increase the height limits as discussed in items 2 and 3 above. In addition, the Summary Table will also be revised. These items have been sent to CRCOG as of June 17, 2019.

RECEIVED  
2019 JUN 18 PM 1:48  
TOWN MANAGER

**SUMMARY TABLE  
AREA, FRONTAGE, YARD, COVERAGE AND HEIGHT REQUIREMENTS  
SECTION 4.0**

(in all instances reference shall be made to the specific provisions of these Regulations)

Zones	Minimum Required Lot Area (sq. ft.)	Minimum Required Principal Frontage (ft.)	Maximum Lot Coverage (%)	Minimum Principal Front	Remaining Building Side	Yards (ft.) Rear	Maximum Permitted Height (feet) (stories)	Minimum Floor Area for Living Quarters per Dwelling Unit (sq. ft.)	Minimum Open Space (IN ALL RESIDENCE ZONE, FRONT YARD, REAR YARD AND TWO SIDE YARDS)
CR	80,000 <sup>1</sup>	200 <sup>2</sup>	15	75	35 <sup>3</sup>	75	2 1/2 <sup>6</sup>	1250/1500/850 <sup>7</sup>	See section 4.15.11 Twice building coverage
RR	40,000 <sup>1</sup>	125 <sup>1</sup>	10	50	25 <sup>3</sup>	50	2 1/2 <sup>6</sup>	1250/1540/850 <sup>7</sup>	
AAA	40,000 <sup>1</sup>	150 <sup>1</sup>	15	50	25 <sup>3</sup>	50	2 1/2 <sup>6</sup>	1500/1650/1150 <sup>7</sup>	
AA	25,000 <sup>1</sup>	110 <sup>1</sup>	15	50	20 <sup>3</sup>	50	2 1/2 <sup>6</sup>	1250/1500/1000 <sup>7</sup>	
A	15,000 <sup>1</sup>	100 <sup>1</sup>	15	40 <sup>*</sup>	15 <sup>2</sup>	50	2 1/2 <sup>6</sup>	1000/1340/850/775 <sup>7</sup>	
PC	40,000 <sup>2</sup>	150 <sup>2</sup>	20 <sup>10</sup>	50 <sup>12</sup>	25 <sup>34</sup>	25	4	N/A	
PBD	50,000 <sup>2</sup>	200 <sup>2</sup>	20	75	25 <sup>34</sup>	25	3	N/A	
PE	40,000 <sup>2</sup>	150 <sup>2</sup>	20 <sup>10</sup>	50 <sup>12</sup>	25 <sup>4</sup>	25	4	N/A	
PT	10 acres <sup>2</sup>	400 <sup>2</sup>	20	75	50 <sup>3465</sup>	50	3	N/A	
PI	40,000 <sup>2</sup>	150 <sup>2</sup>	20 <sup>10</sup>	50	25 <sup>345</sup>	25 <sup>5</sup>	2 1/2	N/A	
PL	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R	
FL	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R	
F	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R	
PAD	Planned Area								N/A
Development									N/A
VC	Village Commercial	20,000 <sup>15</sup>	100	N/A	N/A	N/A	2 1/2	950 <sup>14</sup>	N/A
VR	Village Residential	10,000	75	20	10	30	2 1/2	N/A	N/A
TC	Town Center	40,000	100	20	5	20	3	42 3/4	
TCMU	Town Center Mixed Use	10,000	75	20%	20/8	30	2 1/2	35 1/2	

NOTES: N/A = Not Applicable; N/R = No Specific Requirements. Approval by TPZ and/or ZBA.

- Minimum required lot area for residential uses. Requirements for other permitted uses as set forth and approved by TPZ and/or ZBA.
- Some standard lots of record and smaller legal lots of record under separate ownership may be developed and used as set forth in Section 5.10 and in the specific zone regulations.
- There shall be a minimum of two (2) side yards for each principal building, except as explained in Note #4. The requirement indicated is the minimum width for each side yard. The owner of a corner lot may, at the time a building permit for a principal building thereon is applied for, designate which yard abutting a street shall be deemed the front yard, in which case the other yard abutting a street shall be considered a side yard requiring a minimum yard depth of 50 feet in CR zones, 40 feet in RR, AAA, AA and PI zones, and 50 feet in A zone.
- Side yard requirements may be modified or waived by TPZ in the case of a Plan of Development as set forth in the specific zone regulations.
- Additional requirements for yards and screening when the PT Zones, PI Zone or I Zone adjoins a residential use or zone. See specific zone regulations.
- Applies only to residential buildings. Height limit for other permitted buildings as set forth and approved by TPZ and/or ZBA.
- The first number indicates the required minimum floor area for a 1 1/2 story dwelling. The second number indicates the required minimum total floor area for a 1 1/2, 2 or 2 1/2 story dwelling. The third number indicates the minimum amount of such total minimum floor area which must be on the first floor of a 1 1/2 story dwelling. At least 600 square feet of floor area, which need not be finished, shall be above the first floor of a 1 1/2 story dwelling. The fourth number, if any, indicates the required minimum floor space for living quarters per dwelling unit in a two-family dwelling. For dwellings without cellar, the minimum floor area shall be increased by a separate room containing at least 120 square feet for heating, utility and storage space.
- As to single and two-family dwellings existing in non-residence zones on (effective date of Regs.) the area, frontage, yard, coverage and height requirements shall be those of the A residence zone.
- As to certain uses in the PT zone, the area, frontage, yard, coverage and height requirements shall be those of the PBD zone (see Sec. 4.7.1). See Sec. 6.5 for area and frontage requirements for new motor vehicle or gasoline service stations.
- See Sec. 4.8.6, 4.14.6, 4.15.6 (Lot Coverage) EFFECTIVE 12/26/80, 4/7/4/04
- See Sec. 4.8.6, 4.14.6, 4.15.6 (Building Height) EFFECTIVE 5/26/84
- See Sec. 4.8.7, 4.15.7 (Front Yard) Effective 4/7/04
- See sec. 4.14.7, 4.15.7 (Front Yard) Effective 12/29/04
- Minimum required for new lots only - Effective 12/29/04
- Maximum floor area for 2<sup>nd</sup> floor accessory dwellings - Effective 12/29/04
- Building heights (Effective ) see 4.1.9.4, 2.9, 4.5.9, 4.9.4, 9.4, 6.10, 4.7.10, 4.8.10, 4.12.3, h, 4.13.c, 4.14.10, 4.15.10, 4.16.3 b-3, 4.16.4 c, 4.17.2(d), 4.18.4 c



# Town of Glastonbury

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FAX (860) 652-7505

Richard J. Johnson  
Town Manager

ITEM #5(A)  
05-12-2020 Meeting

May 8, 2020

The Glastonbury Town Council  
2155 Main Street  
Glastonbury, CT 06033

**Re: Refuse and Recycling Fees and Charges**

Dear Council Members:

This topic involves proposed changes to fees and charges for disposal of municipal solid waste (MSW) and non-processible items at the Town Transfer Station. Summary background information is provided below and on the attached page:

- Adopted budget for FY2021 assumes an increase of \$25,000-\$50,000 in revenues from refuse disposal.
- Tip fee assessed by MIRA (MSW) increases 10%± from \$83 to \$91 effective July 1<sup>st</sup>.
- Cost for non-processible items (chairs, mattress, carpet, etc.) increased from \$120 per ton to \$175 per ton over the past two years. Fee adjustments at July 1, 2019 have not fully offset this revenue neutral item.
- Recycling revenues have declined and revenues/costs are expected to continue to change over coming months.
- Current fee structure does not achieve 75% revenue offset for operating costs.

The changes outlined on the attached page are intended to respond to the factors noted above.

Subject to Tuesday evening's discussion, action is suggested as follows:

*"BE IT RESOLVED, that the Glastonbury Town Council hereby approves amendments to the Schedule of Fees and Charges for Refuse Disposal Operations effective July 1, 2020, as described in a report by the Town Manager dated May 8, 2020."*

Continued discussion of a proposed closure fund for the Bulky Waste Facility is planned for coming weeks. This could involve a change to the current \$72 per ton fee for materials brought to this facility. Changes to the Bulky Waste fee structure are therefore not recommended for action on Tuesday evening.

Additional information can be provided as may be requested.

Sincerely,

  
Richard J. Johnson  
Town Manager

RJJ/sal  
Attachment

**Proposed Refuse Disposal Fee Schedule FY 20/21**

<b>Service</b>	<b>Present</b>	<b>Proposed</b>	<b>Projected Increase Revenue</b>
Refuse Recycling Permit	\$30	\$30	0
*Senior Discounted	N/A	N/A	
Unlimited Cars/Vans	\$115	\$125	\$7,500
*Senior Discounted	\$105	\$115	\$6,000
All Other Vehicles (Pickups)	\$165	\$180	\$5,250
*Senior Discounted	\$150	\$165	\$3,000
All Other/More than 4 wheels	\$250	\$275	0
*Senior Discounted	\$225	\$250	0
One Day Permit	\$5	\$5	0
10 Day Temporary	\$30	\$30	0
<b>SUB TOTAL PERMITS</b>			<b>\$21,750</b>
Trip Fees (Refuse)			
Cars/Vans	\$4	\$5	\$ 3,400
Cars/Vans w/Trailers	\$6	\$7	\$ 3,350
All More than 4 Wheels	\$8	\$9	\$ 100
Trailer Surcharge (Refuse)	\$6	\$7	\$ 150
Per Axle Per Trip			
<b>SUB TOTAL TRIPS</b>			<b>\$7,000</b>
Non-Processibles			
Arm Chair	\$8	\$10	\$ 1,000
Couch	\$13	\$15	\$ 1,300
Carpet (12x12)	\$10	\$12	\$ 1,900
Padding (12x12)	\$6	\$8	\$ 650
Mattress/Box Spring (Non Recy)	\$9	\$15	\$ 300
Oversize Couch (Sleep/Sectional)	\$15	\$18	\$ 300
Trips-PassCars/Vans	\$5	\$8	\$ 5,400
Cars/Vansw/Trailers	\$8	\$10	\$ 2,900
All More than 4 Wheels	\$10	\$12	\$ 20
<b>SUB TOTAL NON-PROCESSILBES</b>			<b>\$ 13,770</b>

**NOTES – Senior Discounts began FY19**

Replacement permits have been at no charge – 250 issued annually – charge \$2 each = \$500  
 2<sup>nd</sup> Free permit per household (30) – issue 475/yr – eliminate -\$ 14,250 Revenue



# Town of Glastonbury

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

ITEM #5(B)  
05-12-2020 Meeting

Richard J. Johnson  
Town Manager

May 8, 2020

The Glastonbury Town Council  
2155 Main Street  
Glastonbury, CT 06033

**Re: Main Street Sidewalks**

Dear Council Members:

This is the project to extend sidewalks along the west side of Main Street/Route 17 southerly from Mallard Drive to the Cider Mill± and northerly from Stockade Road to Red Hill±. The project scope was amended during final action on the July 1 capital program to complete construction between Mallard Drive and Stockade Road over two phases. This allows additional time to review options for the area of steep slopes along the route. The next phase will be ready to proceed this year. A Council public hearing with notice to owners of property abutting the proposed new sidewalks is required.

The attached page shows the general scope of work planned for 2020.

*"BE IT RESOLVED, that the Glastonbury Town Council hereby schedules a public hearing on proposed construction of new sidewalks along Main Street/Route 17 extending southerly from Mallard Drive and northerly from Stockade Road for 8:00 p.m. on Tuesday, June 9, 2020, the meeting to be held through the Zoom meeting format, and refers the proposed sidewalk project to the Town Plan and Zoning Commission for a report and recommendation per CGS Section 8-24, as described in a report by the Town Manager dated May 8, 2020."*

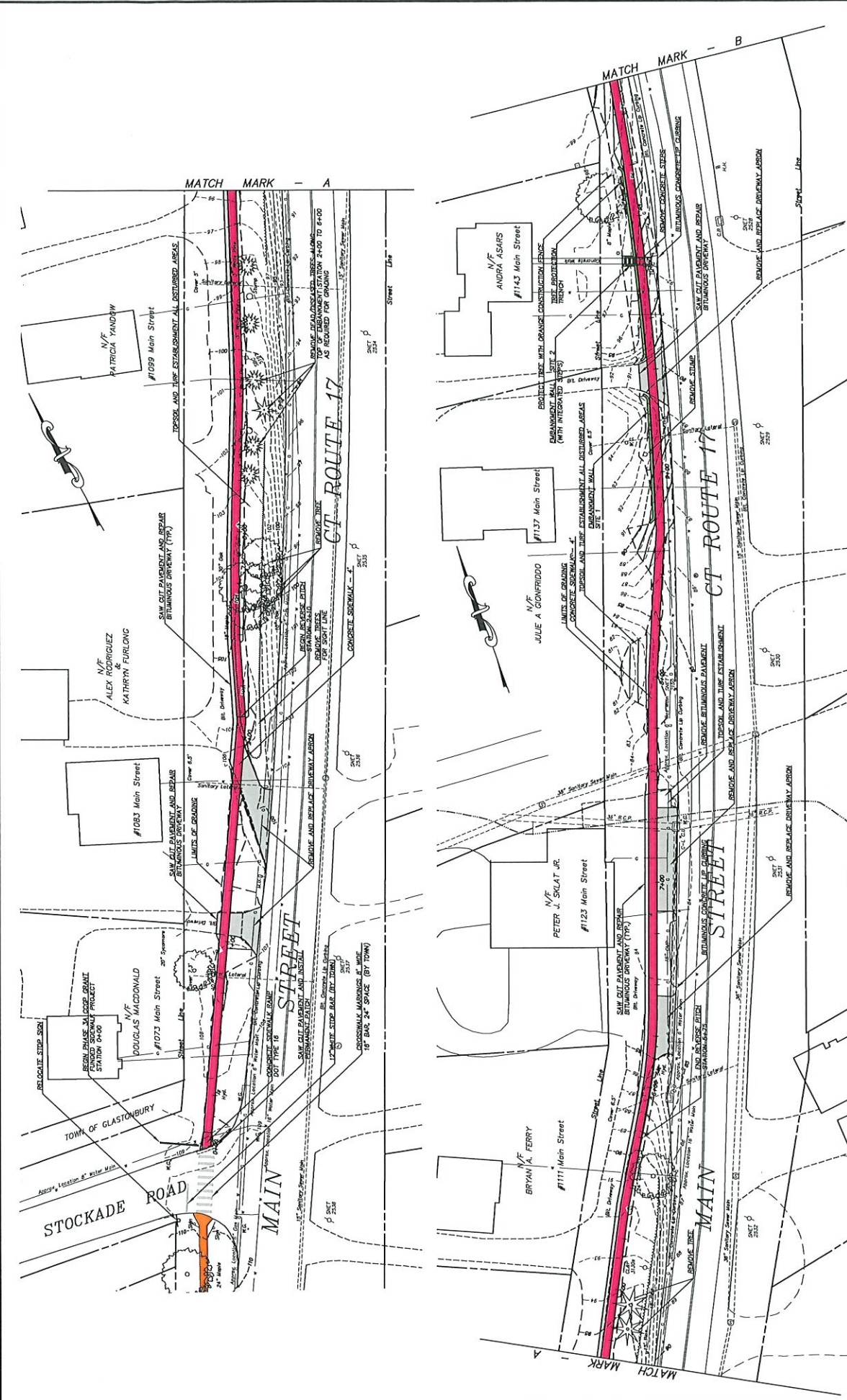
This project is funded through the Capital Program and a \$300,000 grant approved through the Community Connectivity Program.

Lastly, improvements to the drainage system next to the Gilmore Manor facility will be completed as part of the sidewalk construction work and funded through the Capital Project Account for drainage improvements.

Sincerely,

  
Richard J. Johnson  
Town Manager

RJJ/sal  
Attachments



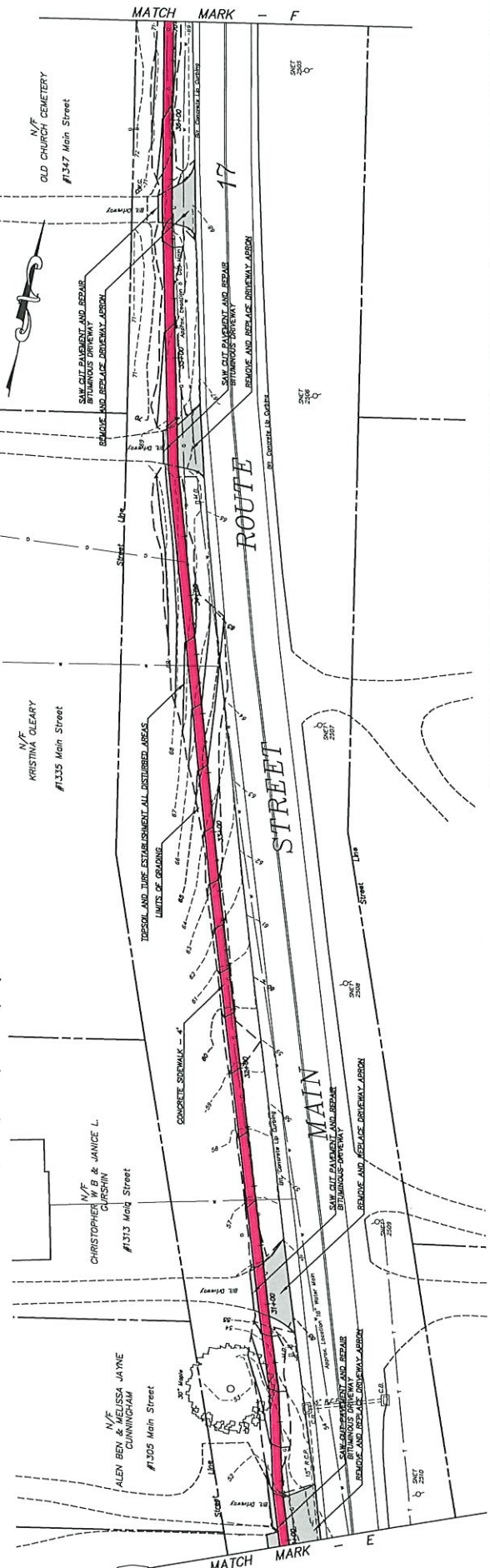
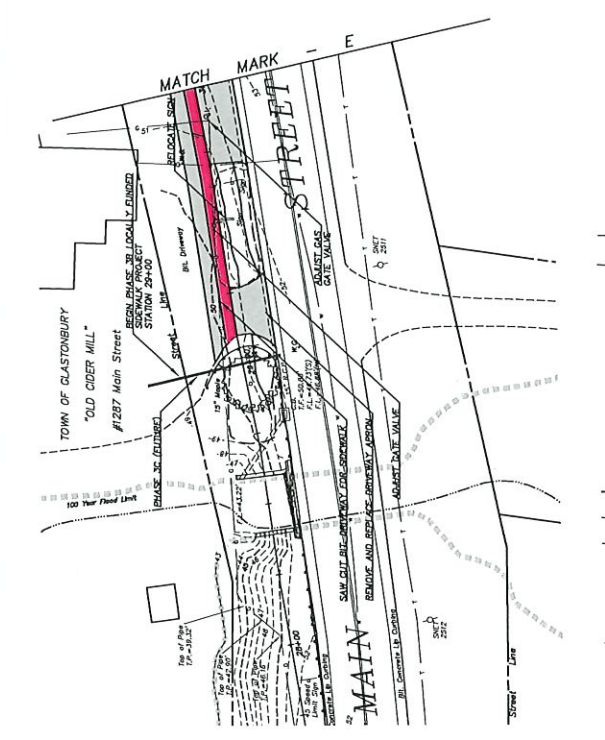
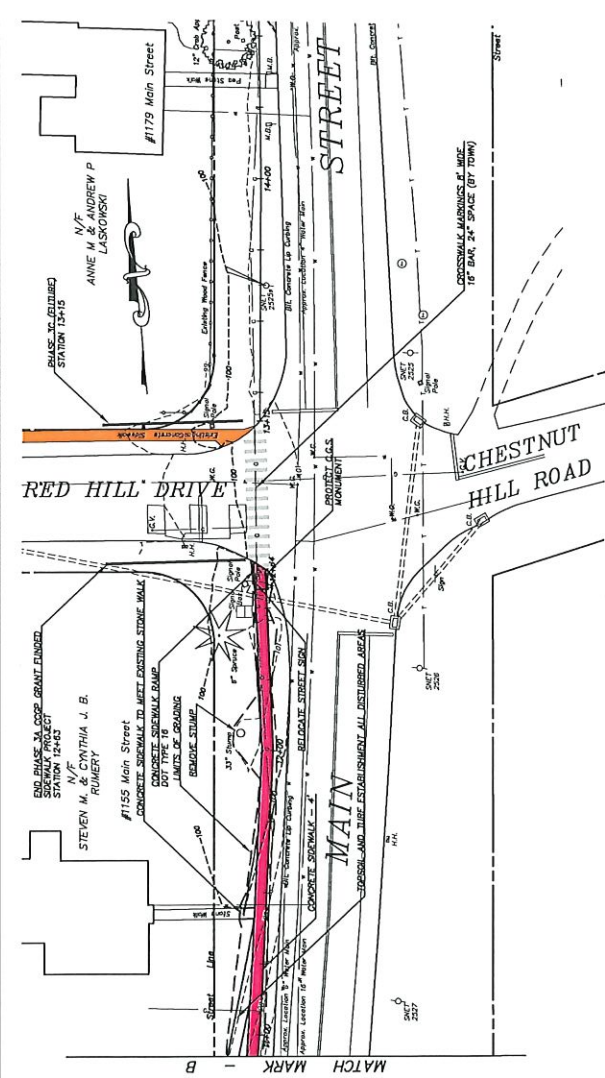
DRAWING ISSUE STATUS	
NO.	DESCRIPTION
1.	ISSUED FOR PERMITTING
2.	ISSUED FOR PERMITTING

SCALE AS SHOWN	DATE
DRAWN BY: S.H.W.	4-2-2020
CHECKED BY: S.H.W.	4-27-2020
APPROVED BY: S.H.W.	4-27-2020
DATE	DATE
4-2-2020	DATE

PLAN PROPOSED SIDEWALK IMPROVEMENTS PHASE 3A AND 3B MAIN STREET GLASTONBURY, CONNECTICUT

GRAPHIC SCALE  
1 inch = 50 ft  
(OR FEET)

Certified to be substantially correct  
DANIEL A. PENNINGTON P.E. Reg. No. 20107



DRAWING ISSUE STATUS	
NO.	DATE
1.	4-27-2020
ISSUED FOR PERMITTING	DESCRIPTION

SCALE	AS SHOWN	DATE
DRAWN BY: STHY	4-2-2020	4-2-2020
CHECKED BY: STHY	4-27-2020	4-27-2020
APPROVED BY: STHY	4-27-2020	4-27-2020

PLAN	
PROJECTING PROPOSED SIDEWALK REPAIRS PHASE 3A AND 3B	
MAIN STREET	
GLASTONBURY, CONNECTICUT	

Certified to be substantially correct  
 DANIEL A. PENNINGTON P.E. Reg. No. 20707







# Town of Glastonbury

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

ITEM #5(D)  
05-12-2020 Meeting

Richard J. Johnson  
Town Manager

May 8, 2020

The Glastonbury Town Council  
2155 Main Street  
Glastonbury, CT 06033

**Re: Town Code – Board of Assessment Appeals**

Dear Council Members:

The attached page outlines proposed amendments to Article XVIII of the Town Code concerning Council appointees to the Board of Assessment Appeals (BAA). As you know, the five regular members of the BAA are elected to four-year terms. The amendments offer two benefits:

- 1) Establishes process for Council to appoint two alternate members to the BAA;
- 2) Amends language concerning additional members to comply with applicable state statute.

The alternate members will help when regular members have a conflict or not available, and additional members can be appointed during the property revaluation process.

Council action is scheduled for Tuesday evening as follows:

*"BE IT RESOLVED, that the Glastonbury Town Council hereby schedules a public hearing for 8:00 p.m. on Tuesday, June 9, 2020 in the Council Chambers of Town Hall at 2155 Main Street (by Zoom Video Conferencing meeting format) to consider proposed amendment to Article XVIII Town Code now entitled "Appointment of Additional Members to the Board of Assessment Appeal", as described in a report by the Town Manager dated May 8, 2020."*

Sincerely,



Richard J. Johnson  
Town Manager

RJJ/sal  
Attachment

ARTICLE XVIII. - APPOINTMENT OF ALTERNATE AND ADDITIONAL MEMBERS TO THE BOARD OF ASSESSMENT ~~APPEAL~~APPEALS

Sec. 2-321. - [Generally; membership.]

The board of assessment appeals (formerly board of tax review) is constituted in accordance with Section 203 of the Glastonbury Town Charter and consists of five (5) members each elected to four-year terms.

(Ord. No. 286, 6-12-01)

Sec. 2-322. - [Appointment of alternate members.]

The town council may appoint two (2) alternate members, one (1) from each political party, to the board of assessment appeals in accordance with C.G.S. § 9-199(b). Each alternate member shall be an elector of the municipality and shall be appointed to a four-year term. When seated, an alternate member shall have all the powers and duties of a member of the board of assessment appeals.

(Ord. No. 286, [INSERT DATE OF ADOPTION])

Sec. 2-323. - [Appointment of additional members.]

The town council may appoint two (2) additional members, one (1) from each political party, as may be required to the board of assessment appeals for ~~the assessment year immediately preceding the assessment year in which a revaluation becomes effective, for the assessment year in which the revaluation becomes effective, and for the assessment year immediately following such revaluation,~~any assessment year in accordance with C.G.S. § 9-199(c).

(Ord. No. 286, 6-12-01)



# Town of Glastonbury

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

ITEM #6(A)  
05-12-2020 Meeting

Richard J. Johnson  
Town Manager

May 8, 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. Residential Lease – 35 Bell Street**

This is the residential property owned by the Town at 35 Bell Street. The upper level is leased for residential purposes while the lower level is managed by the Parks and Recreation Department for programming for young children. When the property was privately owned, the lower level served as the Creative Experiences Daycare Center for many years. The current lease terms ends on June 21, 2020. The proposal is to continue the lease for one year per the same terms and conditions. The monthly rent totals \$2,200. The current lessees have lived at 35 Bell Street since June 22, 2019.

*"BE IT RESOLVED, that the Glastonbury Town Council hereby approves a one (1) year extension in the residential lease for town-owned property at 35 Bell Street, effective June 22, 2020 through June 21, 2021, as described in a report by the Town Manager dated May 8, 2020."*

Sincerely,

  
Richard J. Johnson  
Town Manager

RJJ/sal



# Town of Glastonbury

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

Richard J. Johnson  
Town Manager

ITEM #7  
05-12-2020 Meeting

May 8, 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. COVID-19**

In her May 3<sup>rd</sup> report, Director of Health Wendy Mis, summarizes positive test results (188) and COVID-19 related deaths (47) in Glastonbury through May 3<sup>rd</sup>.

Planning continues for possible "reopening" of the State under the general heading of recovery. There are a variety of moving parts that change daily/weekly and partners will evolve over coming weeks and months. I have established a number of internal working groups to review all aspects of Town operations. These groups include health and safety, programs, services and activities, communications, ongoing operations, FEMA and grant protocols, coordination with State Department of Emergency Management, purchasing/supplies/PPE, and others. Education and Housing Authority participate as applicable.

External partners include the Chamber of Commerce, faith community (in progress), non-profits, private sector, etc. Recently distribution of PPE provided by the State for local businesses was coordinated between the Town, Monaco Ford and the Marine Corps League. These partnerships continue to evolve and there will be ongoing communications between the Town, Chamber of Commerce and local business.

Work is in progress to establish administrative approvals and protocols for expanded outdoor dining. Generally, a shift from indoor seating to outdoor seating with no net increase in total approved capacity. This will be temporary to assist the restaurant community. There are a number of moving parts and the expectation is protocols will be generally understood shortly. This will provide for expedited review and approval. The Chamber of Commerce is actively involved in these discussions and a Governor's Executive Order is expected on Friday, May 8<sup>th</sup> to support this initiative.

Established protocols and relationships are working well and I will provide a report at each Council meeting. The goal is to streamline and expedite activities in response to evolving conditions that change daily.

**2. Voting Process**

Secretary of State Merrill issued the attached memorandum concerning absentee ballots during the current pandemic.

**3. Several Project Updates**

- Gideon Welles Air Conditioning – Project complete and subject to final punch list.
- Library – Design proceeding through final Town approvals. Early June bid process planned.
- Glastonbury Boulevard – Bids received consistent with estimates and budget. Work to proceed over summer months.
- Fisher Hill Bridge – Project under way. Fisher Hill Road to be closed beginning week of May 11<sup>th</sup>.
- GHS Kitchen – Work to begin this month.
- Multi-Use Trail – Construction started end of April and to proceed over summer months.

**4. Athletic Field Lighting**

On the evening of Friday, May 15<sup>th</sup>, athletic field lighting at the high school track and field and tennis courts and Riverfront Park baseball field will be turned on to honor the spring sport teams at GHS. This initiative was developed by the Student Council at GHS and supported by Education and Town staff.

**5. Communications Tower - 63 Woodland Street**

Operator is seeking an extension (Siting Council) to September 30<sup>th</sup> to install utilities and make tower operational.

**6. 280 Western Boulevard**

A Purchase and Sale Agreement is executed for proposed sale of this Town-owned parcel off Western Boulevard. The original document called for a permit contingency date of March 22, 2020. Given the current situation, the permit contingency date is extended to July 17<sup>th</sup>.

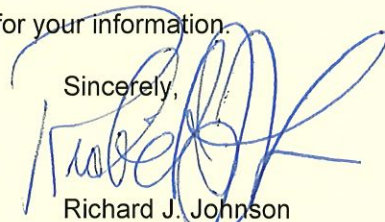
**7. Tax Deferrals**

For the Tax Deferral Program for taxes due and payable July 1, the grace period is extended to October 1<sup>st</sup>. Landlords of commercial property are required to file an application form with the Collector of Revenue. The application is developed by OPM and posted to the Town website. For landlords of residential properties, an email, letter, etc. to the Collector of Revenue confirming they have complied with Executive Order 7X is acceptable. For all others, no action is required.

**8. Town Staff Appreciation**

Recent thank you notes to Town staff are attached for your information.

Sincerely,



Richard J. Johnson  
Town Manager



# Memo

May 3, 2020

**To:** Richard J. Johnson  
Town Manager

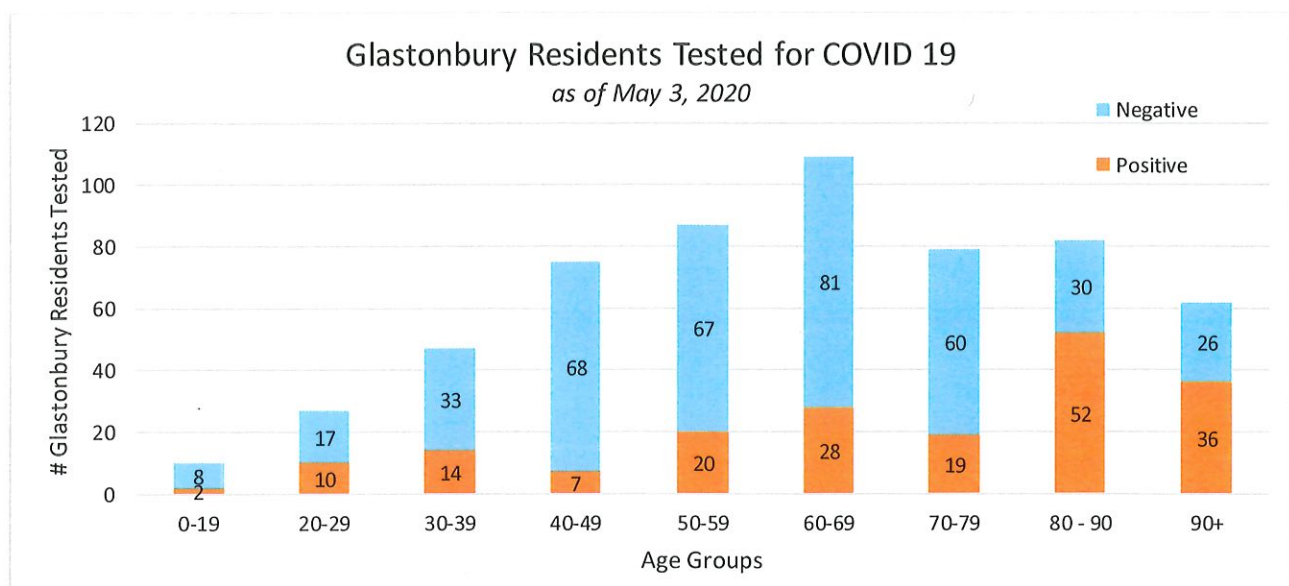
**Fr:** Wendy S. Mis *WSM*  
Director of Health

**Re:** COVID 19 update

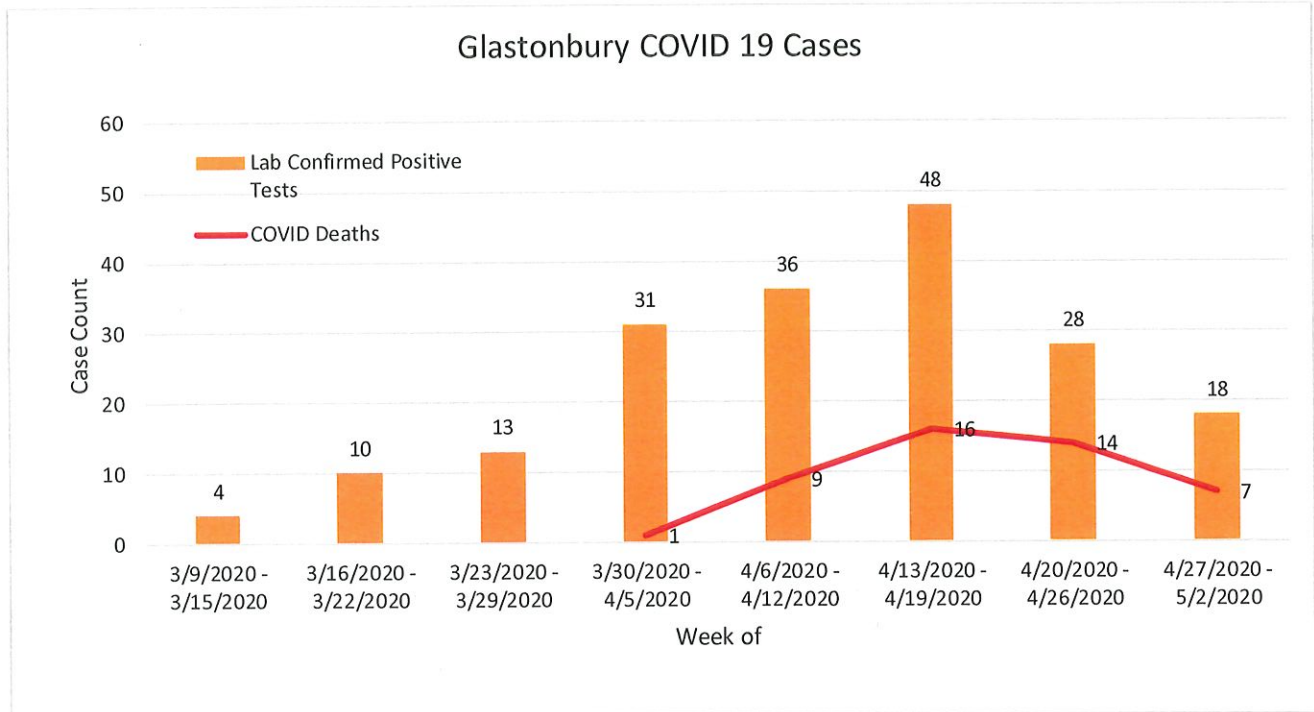
As per CT Department of Public Health (DPH) lab testing data available 5/3/20, Glastonbury has 578 residents who have been tested for COVID-19. Of those 578 residents, 188 have laboratory-confirmed cases of COVID-19. There have been 47 COVID-19-associated deaths to date, 38 of which were in residents over the age of 80.

Data from DPH is considered preliminary, and data changes as new reports are received and data errors are corrected. In an ongoing process of data assessment, DPH has modified how certain disease-positive lab results are considered, slightly changing some previous counts.

As depicted below, the greatest number of positive cases is seen in age groups 80 years and older. A significant increase in testing across all age groups over 40 years of age has occurred, with the 60 – 69 age group being the most tested. A total of 112 females and 76 males have tested positive.

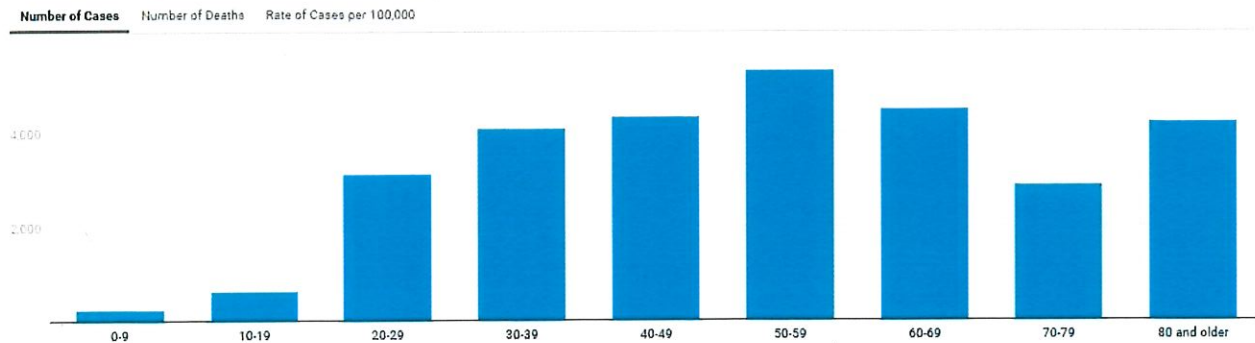


This graph shows a weekly count of residents with lab-confirmed cases as well as deaths related to COVID 19.



The May 3 data snapshot below offers a comparison to the number of positive cases in Connecticut by age group.

Cases, Death, and Rates by Age Groups  
**Cases, Deaths, and Rates by Age Groups**



Source: CT Department of Public Health - Created with Datawrapper





RECEIVED  
2020 MAY -6 PM 3:43  
TOWN MANAGER

Office of the Secretary of the State  
165 Capitol Avenue  
Hartford, CT 06106

### MEMORANDUM OF OPINION

To: All Town Clerks and Registrars of Voters

From: Office of the Secretary of the State

Date: May 6, 2020

Re: Absentee Balloting Voting During a State of Health Emergency

---

We are writing this opinion to ensure that voters are able to participate in the upcoming August 11, 2020 Republican and Democratic Primaries in the safest manner possible. More specifically, we are clarifying the definition of "Illness" for Absentee Balloting at a time when the Governor has declared a public health and civil preparedness emergency throughout the State of Connecticut.

This opinion is issued pursuant to Connecticut General Statutes §9-3 which states, "(a) The Secretary of the State, by virtue of the office, shall be the Commissioner of Elections of the state, with such powers and duties relating to the conduct of elections as are prescribed by law and, unless otherwise provided by state statute, the secretary's regulations, declaratory rulings, instructions and opinions, if in written form, and any order issued under subsection (b) of this section, shall be presumed as correctly interpreting and effectuating the administration of elections and primaries under this title, except for chapters 155 to 158, inclusive, and shall be executed, carried out or implemented, as the case may be, provided nothing in this section shall be construed to alter the right of appeal provided under the provisions of chapter 54. Any such written instruction or opinion shall be labeled as an instruction or opinion issued pursuant to this section, as applicable, and any such instruction or opinion shall cite any authority that is discussed in such instruction or opinion...."

Connecticut General Statutes §9-135 permits a voter to receive an absentee ballot if they cannot appear at their assigned polling place because of "(1) His or her active service with the armed forces of the United States; (2) his or her absence from the town of his or her voting residence during all of the hours of voting; (3) his or her illness; (4) his or her physical disability; (5) the tenets of his or her religion forbid secular activity on the day of the primary, election or referendum; or (6) the required performance of his or her duties as a primary, election or referendum

official, including as a town clerk or registrar of voters or as staff of the clerk or registrar, at a polling place other than his or her own during all of the hours of voting at such primary, election or referendum.”

Webster’s dictionary defines “illness” as “an unhealthy condition of body or mind or sickness.” “*Illness.*” *Merriam-Webster.com Dictionary, Merriam-Webster, <https://www.merriam-webster.com/dictionary/illness>. Accessed 2 May, 2020.* It is clear that this definition as well as the statutory section referenced above, does not limit the term illness to an individual who has limited mobile function or is hospitalized or confined to a bed.

In fact, the Centers for Disease Control have identified numerous **pre-existing illnesses** that put certain individuals at increased risk when exposed to the COVID-19 virus. These include, but are not limited to: (1) People of all ages with underlying medical conditions, particularly if not well controlled, including: People with chronic lung disease or moderate to severe asthma, People who have serious heart conditions, People who are immunocompromised (Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids or other immune weakening medications); (2) People with severe obesity (body mass index [BMI] of 40 or higher); (3) People with diabetes; (4) People with chronic kidney disease undergoing dialysis; (5) People with liver disease; and (6) Pregnant women.

Pursuant to Connecticut General Statutes §1-2z, “The meaning of a statute shall, in the first instance, be ascertained from the text of the statute itself and its relationship to other statutes. If, after examining such text and considering such relationship, the meaning of such text is plain and unambiguous and does not yield absurd or unworkable results, extratextual evidence of the meaning of the statute shall not be considered.”

Looking first at the statutory language and the relationship to other statutes, “illness” cannot be limited to some affliction that leaves an individual debilitated or bed ridden. First, the statutory section itself does not define “illness” in such a way. Second, the statutory section at issue also uses the term “physical disability” which in and of itself identifies an individual with mobility issues that can be described as both an “illness” as well as a limitation on mobility. As such, it would be contrary to statutory construction to place the same or similar meaning to both phrases.

In addition, Connecticut General Statutes also provides additional methods of absentee balloting such as Supervised Absentee Balloting *see section 9-159q*, Emergency Absentee Balloting *see section 9-150c*, Permanent Absentee Balloting *see section 9-140e*, and Voting In Person After Voting By Absentee Ballot *see section 9-158n*. Given the additional meanings of “illness” or “physical disability” when used in the other sections of the General Statutes, it stands to reason that “illness” as used in Connecticut General Statutes §9-135 must have a broad definition, one that gives meaning to the special circumstances by which voters can vote using an absentee ballot.

Given the reasoning set forth above and the guidance provided by the Centers of Disease Control, the Office of the Secretary of the State has determined that any registered voter who has a **pre-existing illness** can vote by absentee ballot because that voter’s illness would prevent them from appearing at their designed polling place safely because of the COVID 19 virus.

In addition, individuals who may have been in contact with a COVID-19 infected individual such as healthcare workers, first responders, individuals who are caring for someone at increased risk, as well as those that feel ill or think they are ill because of the possibility of contact with the COVID-19 virus should also be included in the category of voters that would qualify as “ill” for the purposes of absentee voting.



Webster Bank N.A.  
436 Slater Road  
New Britain, CT. 06053  
WebsterBank.com

March 12, 2020

Police Chief Marshall Porter  
Glastonbury Police Department  
2108 Main Street  
Glastonbury, CT 06033

Dear Chief Porter;

As you may know, on February 21, 2020, Webster Bank, 141 Hebron Ave. Glastonbury experienced a robbery. A male suspect entered the banking center, presented a demand note and verbally indicated he had a gun. The banking center employee complied with the suspects demands and retrieved money from their cash drawer and presented it to the suspect who immediately left the banking center.

Detective Peter Brander along with members of the Patrol Division and Detective Bureau arrived at the banking center and began an intense investigation to identify and apprehend this robbery suspect as soon as possible.

The next day, February 22<sup>nd</sup> Det. Brander contacted me to inform me that they apprehended the robbery suspect and recovered most of the money taken in the robbery. I immediately contacted the banking center who were relieved the suspect was apprehended so quickly.

On behalf of the Webster Bank Corporate Security Department and employees at the Glastonbury Banking Center we would like to thank the following Officers for their quick response to our banking center and the quick apprehension of the robbery suspect: Det. Peter Brander, Lt. Corey Davis, Sgt. Nathan Saucier, Agent Adam Vanskiver, Officer Katie Kratzer, Officer Jim Phillips, Officer, John Barrett, Officer Carlos DaCruz, Officer Emily Cooper, Officer Segey Sharov and Officer Neal Cavanaugh and K-9 Soleil

Sincerely,

A handwritten signature in cursive script, appearing to read "Frank Teti, Jr.", written in dark ink.

Frank Teti, Jr.  
VP Corporate Security

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.



Richard J. Johnson  
Town Manager

**GLASTONBURY CUSTOMER SATISFACTION SURVEY**

1. Please provide date and department(s) you visited:  
Date 2/24/20 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: \_\_\_\_\_  
DROPPED OFF ENVELOPES FROM
  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. KATRINA WAS FABULOUS!  
WENT ABOVE + BEYOND!
- Feel free to include your name, address, and telephone number in the space provided:  
STEVE GARY

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



## LAW OFFICE OF JANE STARKOWSKI-POLVANI, LLC

February 13, 2020

Durlene Mikkelson, Director  
Human Services  
300 Welles Street  
Glastonbury, CT 06033

**Re: Theresa Buckson, Community Outreach Social Worker**

Dear Director Mikkelson:

In a busy world, we become so immersed in both our personal and professional lives that we tend to forget those who in some manner make our lives easier. I am not in the habit of writing letters acknowledging an individual's performance but I would be remiss if I did not do so in the instant case.

This letter is written as an unsolicited endorsement of Theresa Buckson. It is with genuine pleasure that I write this letter on Theresa's behalf. I have had the pleasure of working with Theresa on [REDACTED] case. She always performed with due diligence and dedication. She went above and beyond in meeting [REDACTED] many community needs. It was an honor to interact with Theresa.

Theresa has earned both my respect and admiration. I emphasize "earned" since my respect is not given freely. Respect is attained through my recognition of an individual's knowledge, commitment, veracity, and integrity. Theresa is a consummate professional, possessing an impeccable work ethic.

Theresa enhances the services provided by the Town of Glastonbury to its residents. Congratulations on such an exemplary employee.

If you have any questions, please do not hesitate to contact me.

Very truly yours,

A handwritten signature in black ink, appearing to read "Jane Starkowski-Polvani".

Jane Starkowski-Polvani  
Attorney-at-Law

JSP/nm

**C: Richard Johnson, Town Manager**

RECEIVED  
2020 FEB 18 AM 11:28  
TOWN MANAGER

P.O. Box 290567 · Wethersfield, CT 06129-0567 · Tel. (860) 257-3807 · Fax. (860) 257-3812

atty@janestarkowski.legal

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.



Richard J. Johnson  
Town Manager

RECEIVED  
2020 FEB 27 PM 3:03  
TOWN MANAGER

### GLASTONBURY CUSTOMER SATISFACTION SURVEY

1. Please provide date and department(s) you visited:  
Date 2/27/20 Department(s) IRS Tax
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 pay my car tax
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. \_\_\_\_\_

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

Fe Esperanza S. Linsangan  
85 Glastonbury Way, CT

Thank you for sharing your thoughts with us.

Simply tear this card at the perforation and drop the postage paid survey in the mail.

---

Deb

Just wanted to thank you for all your help and patience over the years with our ATF and Music Vendors. You are so easy to work with. And are a great sounding board when they are driving me crazy!

Looking forward to a great 2020!

Tina



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.



Richard J. Johnson  
Town Manager

### GLASTONBURY CUSTOMER SATISFACTION SURVEY

1. Please provide date and department(s) you visited:  
Date 12/30 Department(s) Parks & 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: \_\_\_\_\_  
Request refund for fitness class
  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. Parks & Rec staff is always friendly helpful and responsive
- Feel free to include your name, address, and telephone number in the space provided:  
Richard Nicholas 860-633-8920

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

**Italian Classes went Virtual 5/7/2020**  
**20 participants**

The class was wonderful. No problems. Thank you for putting it all together – Mimi

So good to see my fellow students and to have our lesson. Thanks to all who facilitated this. I was grateful to have these lessons continued, especially because I am alone most of my time while "staying in place". - Marie De Filippo

Thank you – Connie Patterson

Went well Good to see everyone– John Dresty

Thank you so much for offering us the opportunity to keep up our practice of Italian. The consistency is very important. Thank you all for setting up Zoom for our class. Ciao, - Grace Garro

Thank you very much for setting up the Italian class zoom meeting. Besides the enlightened content of the class, it was a nice change of pace and form of socialization during our daily isolation. - Rich

Thank you I enjoyed it so much. It went very well. – Corenda

It was great. Worked out well. Looking forward to next week! - Marianna

---

**To:** theresa buckson <theresa.buckson@glastonbury-ct.gov>

**Subject:** Re: face masks

Teresa,

I am a senior citizen. I just picked up my mask at the Community Center. Please extend my thanks and gratitude to the workers who tirelessly put together these masks and to the staff and town for coordinating this important event. Glastonbury is a great and giving community to reside in!

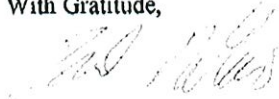
THE CONGREGATIONAL CHURCH IN SOUTH GLASTONBURY  
United Church Of Christ  
Main and High Streets. P.O. Box 187  
South Glastonbury, Connecticut 06073  
(860) 633-4651  
Founded, 1836

April 9, 2020

To the Glastonbury Police Department,

On behalf of the Congregational Church in South Glastonbury (South Church) and the family of [REDACTED] I wish to offer our deepest gratitude for your support in leading our processional down Hebron Avenue and through the [REDACTED] neighborhood last night. During this time of social distancing, churches are challenged with how to support families in their grief. Your kindness last night enabled us to safely envelop the [REDACTED] family in love and fed our communities need to "do something" during this difficult time. The stress of these times are felt most acutely by our first responders, medical professionals and civil servants. We hope the officers that guided our vigil last night felt the outpouring of gratitude that we have for them and for all of you on the front lines. The Glastonbury Police Department answered our call and supported our community in a most thoughtful and tangible way. We are so grateful for all you do for our community. Please know your support to the community and the [REDACTED] family is deeply appreciated. To all the officers in the Glastonbury Police Department, please stay safe and thank you for all you do to protect and serve this wonderful community.

With Gratitude,



Paul DeMaio, President  
The Congregational Church in South Glastonbury

---

**Sent:** Monday, May 4, 2020 12:22 PM  
**To:** RCC Staff  
**Subject:** thank you

I had a message on the Face Mask line today with many thanks from [REDACTED]. He was most appreciative for the mask and all the work in this effort by Social Services and the volunteers.

---

Sent: Wednesday, April 1, 2020 4:00 PM  
To: Marshall Porter <marshall.porter@glastonbury-ct.gov>  
Subject: Thank You

Dear Chief Porter:

This is just a brief note to thank the Glastonbury Police Dept. for finding and returning my wife's credit card which she lost at Hubbard Park today. We returned there to retrace our steps, then called Dispatch to report the missing card and leave our contact info. It is amazing because it was literally just minutes after I called Dispatch when a police officer up and handed us the card. I'm sorry that I did not get his name but I just want you to know how appreciative (and relieved) we are that he found the card. Thank you so much.

---

Thank you again for offering this "class" via live stream and for making it happen. I was able to register for both times on T & TH.

---

I especially appreciated the 1 hour of sensing some "normalcy" in what has become a very abnormal time. The live streaming worked perfectly and I got an opportunity to relax, stretch, and re-energize. I'm already looking forward to Thursday's session!

---

Hi,  
I just want to thank you and the Town for putting this together for us. Maggie and the staff of Personal Euphoria are wonderful, we are lucky to have them in our town. I so appreciate being able to keep up with some healthy activities at this time.  
Take care,

---

Thank you so much for providing the streaming classes. I did Maggie's 9:30 class this morning and it was great. I really appreciate your extra effort to provide the classes during the pandemic when nearly everything else is cancelled or closed.

---

Loved doing the class on line with Maggie. Thank you for allowing that to happen

---

Hi Liz,

Just wanted to let you know this worked out great this morning using zoom. Thank you for being flexible and allowing the class to continue, I appreciate it!

---

Thank you so very much for the video Pilates class. It was an hour of normal in a not normal world!  
Stay healthy!

---

Liz & Maggie,  
I just attended the first class. It was awesome!!!  
We didn't seem to have many technical difficulties.  
Thank you sooo much for putting this together and giving us some sense of normal.  
Keep well,

---

Liz, this live streaming class was great! Thanks so much for offering it!

---

Liz:  
Just a quick note to tell you how much I appreciate that Glastonbury Park and Rec is offering these streamed sessions. It is important that we all try to maintain some sense of normalcy during this stressful time. It's wonderful to see Glastonbury doing what it can for its program participants.

---

Dear Ms. Gambacorta,  
Thank you so much for working on this with Maggie! This is great to have this opportunity. Wishing you all the best 😊

---

**From:** Glastonbury, CT Webmaster <[webmaster@glastonbury-ct.gov](mailto:webmaster@glastonbury-ct.gov)>  
**Sent:** Sunday, March 29, 2020 12:46 AM  
**To:** Mark Catania <[mark.catania@glastonbury-ct.gov](mailto:mark.catania@glastonbury-ct.gov)>  
**Subject:** Many Thanks.

Good Evening Captain Catania,

As a resident of THE TANNERY, I am reaching out with a simple "Thanks" for what seem to be a recent increase of drive-thru passes by Patrol Officers under your charge through our Complex; especially in late evening/early morning hours. While I am not a pet owner myself, many of the Folks in our Community, who may be out late walking their dogs to the remote reaches of the property, appreciate the additional Police presence.

Also, Many Thanks to the Department for your front-line efforts in keeping our Families and Glastonbury Community safe during this cataclysmic time of uncertainty. Hopefully we are all back to normal activities again soon.

---

Glastonbury Police Department  
2108 Main Street  
Glastonbury, CT. 06033

To all members of the Glastonbury Police Department,

I would like to take this opportunity to express my sincere gratitude and appreciation for your outstanding commitment to servicing and protecting our town and citizens during this time of uncertainty and residents fears.

The tireless efforts of all police officers, dispatchers and all other members of the Glastonbury police department are to be highly commended!

Thank you everyone for all you do!

---

**To:** Marshall Porter <[marshall.porter@glastonbury-ct.gov](mailto:marshall.porter@glastonbury-ct.gov)>  
**Cc:** Michael Magrey <[michael.magrey@glastonbury-ct.gov](mailto:michael.magrey@glastonbury-ct.gov)>  
**Subject:** Self defense class

Hello Officer Porter,

I would like to thank you, officer Magrey and Glastonbury Police station for organizing it.

It was such an educational class and officer Magrey was such a great instructor for us.

Have a safe journey and thanks for taking care of Glastonbury community

---

**To:** Marshall Porter <marshall.porter@glastonbury-ct.gov>

**Subject:** Thank you

We wanted to extend our deepest thanks and appreciation to Officer Trudeau. He was with us during the hardest time, finding out the most difficult news to process that my husband/our dad passed away. He stayed with us and was a shoulder to cry on. He is a very special person and a wonderful addition to the Glastonbury community. Please make sure he knows we are so very thankful for him and his service.

Thank you from the bottom of our hearts,

---

**To:** Marshall Porter <marshall.porter@glastonbury-ct.gov>

**Subject:** Thanks to PO DaCruz

Chief Porter -

Wanted to send a note of thanks and appreciation for Officer Carlos DaCruz who responded to a medical emergency at my home yesterday.

I took a nasty fall down the main stair case in my home. Dispatched with Glastonbury EMS, Officer DaCruz was first on the scene. The Officer calmed my wife, assessed the injuries and assisted EMS with my care and move to the gurney. His professionalism and demeanor are appreciated and I hope this note finds it's way into his personnel file.

My wife believes she got his name correct, but you understand in the moment she was more focused on the emergency. As it turns out my injuries were more severe than we first thought, with two bones fractured in my back. Therefore the rapid response on his part was even more meaningful.

I am now home recovering and wanted to take a moment to get this off to you before I forgot to recognize his service.

Sincerely,

---

**To:** Marshall Porter <marshall.porter@glastonbury-ct.gov>

**Subject:** Thanks!

Hi Chief Porter - I've written to you before about Traffic & Safety, and I feel a bit like a one-trick pony ... but I did want to thank you for two things that caught my attention this week: 1) yesterday the large portable LED signs near the construction in front of Daybreak Coffee asked drivers to pay attention to pedestrians in the cross-walks; and 2) this morning was the second day in a month I saw a patrol car parked conspicuously near the four-way stop signs at the corner of Buttonball & Olde Stage. Motorists frequently fail to stop when they're supposed to at both of these intersections, which make pedestrians -like me- always on our guard when crossing. I imagine you have lots of competing uses for our police resource, and I'm grateful to have been the beneficiary of them on these occasions.

---

**To:** lisa zerio <[lisa.zerio@glastonbury-ct.gov](mailto:lisa.zerio@glastonbury-ct.gov)>; Katryna Albert <[katryna.albert@glastonbury-ct.gov](mailto:katryna.albert@glastonbury-ct.gov)>

**Subject:** MUCH Appreciation

This past Saturday, we held a memorial dedication at Ferry Park for our very special, close friend. Everyone felt the Tupelo tree was a perfect way to honor and remember \_\_\_\_\_.

Thank you and everyone involved for all your help and support in making this happen.

Sincerely,



*AMENDED Page 4, 5.a: Motion/Action Removed – Correct Language Added*  
*AMENDED Page 4, 5.b: Motion/Action Removed – Correct Language Added*

**GLASTONBURY TOWN COUNCIL  
REGULAR MEETING MINUTES (AMENDED)  
TUESDAY, APRIL 28, 2020**

The Glastonbury Town Council, with Town Manager, Richard J. Johnson, in attendance, held a Regular Meeting at 7:00 p.m. via Zoom Video Conferencing. The meeting was broadcast in real time and via a live video stream. Also in attendance were Republican Registrar of Voters Lisbeth Becker, Democrat Registrar of Voters Mark Dobbins, and Town Clerk Joyce Mascena.

**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 Mr. Niland*

**2. Public Comment.**

Ms. Carroll explained that, within the past week, many people have used the Town website service to submit their public comments. Most comments have been about the potential expansion of mail-in/absentee voting for the Presidential/Primary Elections, and a few concerned the potential Town acquisition of the Cotton Hollow property.

**3. Special Reports.**      *None*

**4. Old Business.**

**a. Continued discussion and action concerning Presidential Primary and November 2020 General Election – mail-in ballots and absentee ballots.**

*Motion by:* Dr. Beckett

*Seconded by:* Mr. Osgood

MOVED, that the Glastonbury Town Council hereby remove Item 4a from the table.

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

**Motion by:** Ms. Carroll

**Seconded by:** Dr. Beckett

*BE IT RESOLVED, that the Glastonbury Town Council hereby formally submits a letter to Governor Lamont, Secretary of State Merrill, Senator Cassano, Representatives Barry and Doucette, strongly recommending that for the August 2020 Presidential Primary and November 2020 General Election - that an absentee ballot be made available to any registered voter requesting one, further while universal mail-in ballot may not be presently possible, the necessary steps to achieve that objective should be undertaken as soon as possible.*

**Disc:** Mr. Osgood asked for confirmation on the fact that the requirements of the absentee and mail-in ballot are established by the state constitution. Ms. Lisbeth stated that is correct. She further explained that Glastonbury is working in conjunction with the Secretary of State on how to proceed with voting this year. She reiterated that anything Glastonbury does will be what the state of Connecticut does. All of this is subject to the Governor's approval.

Chairman Gullotta asked the Town Clerk if, presently, they are prepared to handle 5,000 ballots in August and a potential 15,000 ballots in November. Ms. Mascena stated that it depends on what the process will ultimately be, which has not yet been determined. Mr. Niland asked if they would consider closing down some polling stations to protect poll workers. Ms. Lisbeth stated that if the August primary is a contested election, they would probably look at consolidating polling locations. They could also consider counting votes before election day.

**Motion by:** Mr. Osgood

**Seconded by:** Dr. Beckett

MOVED, that the Glastonbury Town Council hereby confirm that the State decides the format of the electoral process, and that the Town will conform to any decision the State takes regarding the primary election in August and presidential election in November.

**Disc:** Ms. LaChance stated that she will not support this motion because it does not go far enough to request what is needed. Mr. Niland felt it important to stress the need for mail-in ballots. Ms. Carroll stated that the whole point is for the Council to represent the voices of their constituents, who have overwhelmingly asked that the State push for and implement broader absentee ballot guidelines and move towards mail-in balloting. Dr. Beckett stated that he would like to hybridize both amendments to say that they would expand it to include illness. That way, anyone could apply for an absentee ballot and the state needs to provide them with money to implement those regulations.

**Result:** Motion failed {4-5-0}, with Mr. Gullotta, Mr. Niland, Ms. LaChance, Ms. Carroll, and Mr. McChesney voting against.

**Amendment by:** Mr. Osgood

**Seconded by:** Dr. Beckett

*Glastonbury Town Council  
Regular Meeting of April 28, 2020  
Recording Clerk - LT  
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MOVED, that the Glastonbury Town Council delete the portion of the proposed motion which concerns mail-in voting.

**Disc:** Mr. McChesney stated that recommending mail-in balloting (such as, expanding the definition of illness) is in their wheelhouse. His main concern at the moment is absentee balloting, and right now, time is of the essence. Mr. Gullotta reminded the Council that this motion is simply asking the State to move forward on the issue and work on absentee balloting. He does not see the two as mutually exclusive, and he will vote in favor of the original motion. Ms. Carroll stated that she cannot take out things that would make voting safer and more accessible down the road. Ms. Tanski stated that while she understands where other councilmembers are coming from, her opposition to the original motion is neither personal nor partisan. It is about the role of the Town Council, which she does not believe is to advocate for state or federal law, especially state constitutional law, when they do not have an immediate reason to do so.

**Result:** Amendment failed {4-5-0}, with Mr. Gullotta, Mr. Niland, Ms. LaChance, Ms. Carroll, and Mr. Cavanaugh voting against.

**Amendment by:** Mr. McChesney

**Seconded by:** Dr. Beckett

MOVED, that the Glastonbury Town Council hereby add language to the proposed motion to expand the definition of illness to include the ability to claim the COVID-19 crisis as grounds to have an absentee ballot, and that any increased costs be funded to municipalities.

**Disc:** Mr. McChesney explained that he finds this addition necessary because they need to be able to put forth some type of interpretation as to why they should be able to do this action. It behooves them to put forth the reasoning, which, in this case, is interpreting the language of illness for COVID-19. Ms. Tanski stated that Mr. McChesney is correct. Legally, a change in interpretation is very different from a change in law. Mr. Osgood remarked that they do not have the ability to define what is determined as an illness.

**Result:** Amendment passed {5-4-0}, with Dr. Beckett, Ms. Tanski, Ms. LaChance, Ms. Carroll, and Mr. McChesney voting in favor.

**Original Motion (with Amendment) by:** Ms. Carroll

**Seconded by:** Dr. Beckett

*BE IT RESOLVED, that the Glastonbury Town Council hereby formally submits a letter to Governor Lamont, Secretary of State Merrill, Senator Cassano, Representatives Barry and Doucette, strongly recommending that for the August 2020 Presidential Primary and November 2020 General Election - that an absentee ballot be made available to any registered voter requesting one, further while universal mail in ballot may not be presently possible, the necessary steps to achieve that objective should be undertaken as soon as possible. Such expansion of access to absentee ballots to include, for instance, expanding the definition of illness to include the COVID-19 crisis and funding for any increased obligation on municipalities.*

**Result:** Motion passed as amended {6-3-0}, with Mr. Osgood, Mr. Cavanaugh, and Ms. Tanski voting against.

**5. New Business.**

- a. Action on proposed land acquisition (refer to Town Plan and Zoning Commission; refer to Board of Finance; set public hearing).**

Mr. Johnson indicated to Council that this matter was not ready for Council action.

- b. Action on proposed amendment to Town Code - Council appointees to Board of Assessment Appeals (set public hearing).**

Mr. Johnson asked that Council hold this action pending further review.

- c. Action on Town Attorney and Alternate Town Attorney – extend term of appointment.**

**Motion By:** Ms. Carroll

**Seconded by:** Dr. Beckett

*BE IT RESOLVED, that the Glastonbury Town Council hereby extends the current term for Town Attorney - Shipman & Goodwin and Alternate Town Attorney - Murtha Cullina through June 30, 2021, as described in a report by the Town Manager dated April 24, 2020.*

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

- d. Discussion concerning remote meeting protocol for public hearings and action to reschedule public hearings:**

- Amendment to Town Code Article XVI, Reserve for Land Acquisition and Preservation, Section 2-287 (A) The Types of Land to be Considered for Acquisition.
- \$50,000 appropriation and transfer from the Capital Reserve-Unassigned Fund Balance to Capital Projects-Public Water Service.
- Amendment to Building Zone Regulations - Building Heights - Reschedule public hearing.

**Motion By:** Ms. Carroll

**Seconded by:** Dr. Beckett

*BE IT RESOLVED, that the Glastonbury Town Council hereby reschedules the public hearing postponed from the Regular Council Meeting of March 24, 2020 concerning the proposed amendment to Town Code Article XVI, Reserve for Land Acquisition and Preservation, Section 2-287 (a) The types of land to be considered for acquisition to 8:00 p.m. at the Regular Council Meeting on Tuesday, May 26, 2020, as described in a report by the Town Manager dated April 24, 2020.*

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

Glastonbury Town Council  
Regular Meeting of April 28, 2020  
Recording Clerk – LT  
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**Motion By:** Ms. Carroll

**Seconded by:** Dr. Beckett

*BE IT RESOLVED, that the Glastonbury Town Council hereby reschedules the public hearing postponed from the Regular Council Meeting of March 24, 2020 concerning the \$50,000 appropriation and transfer from the Capital Reserve-Unassigned Fund Balance to Capital Projects-Public Water Service, to 8:00 p.m. at the Regular Council Meeting on Tuesday, May 12, 2020, as described in a report by the Town Manager dated April 24, 2020.*

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

**Motion By:** Ms. Carroll

**Seconded by:** Dr. Beckett

*BE IT RESOLVED, that the Glastonbury Town Council hereby reschedules the public hearing postponed from the Regular Council Meeting of March 24, 2020 concerning the proposed amendment to the Building Zone Regulations - Building Heights to 8:00 p.m. at the Regular Council Meeting on Tuesday, May 26, 2020.*

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

- e. **Action on \$150,000 appropriation and transfer from the General Fund-Unassigned Fund Balance for upgrade of public access equipment (refer to Board of Finance; set public hearing).**

**Motion By:** Ms. Carroll

**Seconded by:** Dr. Beckett

*BE IT RESOLVED, that the Glastonbury Town Council hereby refers to the Board of Finance the request for a \$150,000 appropriation and transfer from the General Fund-Unassigned Fund Balance to Capital Projects-Town Manager/Machinery and Equipment to update public access television equipment in accordance with the \$150,000 grant award under the Public Educational and Governmental Programming and Educational Technology Investment Account (PEGPETIA) Grant Program, and schedules a public hearing for 8:00 p.m. on Tuesday, May 26, 2020 in the Council Chambers of Town Hall at 2155 Main Street to consider the \$150,000 appropriation and transfer, all as described in a report by the Town Manager dated April 24, 2020.*

Mr. Johnson explained that this grant will update their production equipment from analog to digital. The expectation is that the grant will fund 100% of the project cost. This is a great improvement at no net cost to Glastonbury. Mr. Cavanaugh inquired whether this includes any changes to the Council table microphones. Mr. Johnson replied, no, not at this point.

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

## **6. Consent Calendar.**

*Glastonbury Town Council  
Regular Meeting of April 28, 2020  
Recording Clerk – LT  
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**a. Action on Town Code Article IV, Tax Abatement Regulations for Public Safety Volunteers, Section 18-45 – Abatement Schedule.**

Mr. Johnson explained that no action is required for this item.

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

Mr. Johnson explained that there is a pending land acquisition, which he expects to complete by next week. In which case, the document would be ready for execution by the Council at their next meeting. Mr. Johnson then gave a brief overview of the COVID-19 situation in Glastonbury, explaining that, as of the weekend, the overall positive cases jumped to 153 and there have been 36 deaths, with the average age of those who passed away ranging between their 50s-60s.

Mr. Johnson explained that he has a diary for discussion of the Town Operations budget at the end of May. He also noted that Town Clerk Joyce Mascena is retiring soon and her replacement, Michelle Krampitz, the current Assistant Town Clerk of Manchester, will begin on May 11, 2020. He also noted that the Town's fuel efficiency program has been doing really well, reducing CO2 emissions. The annual Memorial Day Parade has been postponed, due to the COVID-19 pandemic.

**Motion by:** Mr. McChesney

**Seconded by:** Mr. Cavanaugh

MOVED, that the Glastonbury Town Council hereby approve the Town Manager's expense report.

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

Mr. Johnson continued that the transfer stations are open three days a week. They have focused on separation and trash removal. Starting next week, they are looking at extended hours for people who would like to discard scrap material. Mr. Osgood asked if they could include cardboard among the materials. Mr. Johnson stated that he will look into it. Mr. Cavanaugh asked if the gas electric hybrid police vehicles are less safe than gas vehicles. Mr. Johnson stated that they do not expect any changes from a safety standpoint.

Mr. Cavanaugh then inquired about the pavement rehabilitation for Glastonbury Boulevard. Mr. Johnson replied, there have been three or four bid respondents. Mr. Osgood asked if they have heard any response from state representatives regarding the MDC land acquisition deal. Mr. Johnson replied, no. Mr. Osgood suggested possibly holding off on approving any documentation until they receive some input.

Chairman Gullotta asked if the new Town Clerk has had experience with elections. Mr. Johnson said yes. Mr. Gullotta asked if there is any possibility that municipal town staff could help fill in for the shortage of poll workers. Mr. Johnson stated that they will look at every opportunity to work with the registrars' office.

**8. Committee Reports.**

- a. **Chairman's Report.** *None*
- b. **MDC.** *None*
- c. **CRCOG.** *None*

**9. Communications.** *None*

**10. Minutes.**

**a. Minutes of March 24, 2020 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 March 24, 2020.

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

**b. Minutes of April 6, 2020 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 April 6, 2020.

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

**11. Appointments and Resignations.**

**a. Resignation of Matthew Saunig from the Town Plan & Zoning Commission (Alternate, D-2021).**

*Motion by:* Ms. Carroll

*Seconded by:* Dr. Beckett

BE IT RESOLVED, that the Glastonbury Town Council hereby approves the resignation of Matthew Saunig from the Town Plan & Zoning Commission (Alternate, D-2021), with regret.

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

**12. Executive Session.**

BE IT RESOLVED, that the Glastonbury Town Council hereby enters into executive session to discuss a potential land acquisition at 8:45 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 9:00 pm.

**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 April 28, 2020, at 9:01 pm.

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

**Lilly Torosyan**

**Lilly Torosyan**  
**Recording Clerk**

**Thomas Gullotta**  
**Chairman**

AMENDED Page 3 Result: Motion failed "{7-0-2}" to "{7-2-0}"  
AMENDED Page 3 Result: Motion failed "{4-0-5}" to "{4-5-0}"  
AMENDED Page 4, 1<sup>st</sup> Motion, "public hearing" to "regular meeting"

**GLASTONBURY TOWN COUNCIL  
SPECIAL MEETING MINUTES (AMENDED)  
TUESDAY, APRIL 21, 2020**

The Glastonbury Town Council, with Town Manager, Richard J. Johnson, in attendance, held a Special Meeting at 7:00 p.m. via Zoom Video Conferencing. The meeting was broadcast in real time and via a live video stream.

**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*

b. Moment of silence for COVID-19 victims and healthcare providers

*Led by Chairman Gullotta*

**2. Special Business as contained in the Call.**

**a. Action concerning Executive Order 7S - Suspension and Modification of Tax Deadlines and Collection Efforts.**

Mr. Johnson explained that there are two tax relief programs. The Council must select at least one option but can select both options. He clarified that the programs need to be enacted as they are set forth in the executive order.

*Motion by:* Ms. Carroll

*Seconded by:* Dr. Beckett

*WHEREAS, effective March 10, 2020, Governor Lamont declared a State of Emergency in Connecticut in response to the COVID-19 pandemic; and*

*WHEREAS, pursuant to the State of Emergency, the Governor has issued a series of Executive Orders; and*



INSTR # 2020002998  
DATE FILED 05/06/2020 03:32:55 PM  
JOYCE P. MASCENA  
TOWN CLERK GLASTONBURY CT

*WHEREAS, Executive Order 7S – Suspension and Modification of Tax Deadlines and Collection Efforts establishes a Deferment Program and Low Interest Rate Program; and*

*WHEREAS, Executive Order 7S requires municipalities to participate in one of the two tax relief programs by vote of the legislative body of the municipality with formal notice of such action to be provided to the Secretary of the Office of Policy Management no later than April 25, 2020.*

Mr. Niland stated that he supports both options. They owe it to taxpayers to do as much as they can during this time. Ms. Tanski agreed, stating that Glastonbury is in a strong financial position because of its responsible leadership, as well as their residents paying their taxes reliably. Dr. Beckett asked about deferment from April 1. Mr. Johnson explained that the deferment is only for current taxes that are due and payable for July 1. The low interest is for delinquent taxes, going back 15 years, that are paid between April 1 and July 1. Chairman Gullotta asked how many people are delinquent. Mr. Johnson replied, the gross delinquency that goes back 15 years totals about \$2.7 million.

Mr. Osgood stated that the lower interest rate from April to July 1 is benefitting only those who did not pay their taxes. He is in favor of deferment without application, but he has a problem with deferring taxes for those who didn't pay their taxes. Both Mr. Niland and Mr. McChesney agreed with Mr. Osgood about granting the deferment without application. Mr. McChesney inquired about escrow taxes. Mr. Johnson explained that escrow taxes are excluded from the program. Mr. Osgood suggested voting on the deferment and then holding a separate vote on the interest rate.

Ms. Carroll continued reading the motion.

*BE IT RESOLVED, that the Glastonbury Town Council hereby enacts the following Tax Relief Program(s) in accordance with paragraph 6 of Executive Order 7S and directs the Town Manager to advise the Secretary of the Office of Policy Management no later than April 25, 2020 of such Council action and all of this would apply to taxpayers without application.*

*Option 1: Tax Deferment Program effective for taxes due and payable July 1, 2020 for all taxpayers.*

**Disc:** None

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

**Motion by:** Ms. Carroll

**Seconded by:** Dr. Beckett

*Option 3: Low Interest Rate Program for delinquent taxes for the period April 1 through July 1, 2020.*



**Disc:** Dr. Beckett stated that there is no reason to change the interest rate, so he is not in favor of this motion.

**Result:** Motion failed {7-2-0}. Dr. Beckett, Ms. Tanski, Ms. LaChance, Mr. Cavanaugh, Mr. McChesney, Mr. Osgood, and Mr. Gullotta voted against the motion.

**b. Action on letter to State Legislators and Secretary of State recommending mail-in ballot for Presidential Primary and November 2020 Election.**

**Motion by:** Ms. Carroll

**Seconded by:** Dr. Beckett

*BE IT RESOLVED, that the Glastonbury Town Council hereby supports a formal letter of recommendation to the Secretary of State and State Senator and Representatives that a mail-in ballot format be implemented for the 2020 Presidential Primary and November 2020 General Election.*

**Disc:** Mr. Osgood and Dr. Beckett suggested tabling the reading of the letters to next week's meeting.

**Motion by:** Dr. Beckett

**Seconded by:** Mr. Osgood

MOVED, that the Glastonbury Town Council hereby table the reading of letters received from the public to the Town Council meeting of April 28, 2020.

**Result:** Motion failed {4-5-0}, with Mr. McChesney, Mr. Gullotta, Ms. LaChance, Ms. Carroll, and Mr. Niland voting against.

Council members Carroll and Niland took turns reading emails received from the public.

**Disc:** Mr. Niland clarified that this is simply a recommendation to the State to expand the definition of who is allowed to participate in absentee voting. Mr. Osgood agreed that any registered voter in Glastonbury should be able to mail in an absentee ballot. He is in favor of changing the absentee ballot requirements for mail-in voters. However, he moved to table this recommendation to their next meeting because more members of the public should have been able to participate. Ms. Tanski agreed, stating that there was confusion from residents on whether there was or was not a public comment opportunity today. She would also like to hear from the registrars. The correct place for this to be concerned is on the state level, so she encouraged all residents to contact their state legislators, the state secretary, and the governor.

Mr. Cavanaugh stated that they need to do some clarification on whether or not they going to have a public comment session. He also remarked that he does not know enough about mail-in

balloting to send a letter to state officials. It also appears that the Council would be asking the state for a mandate. He concluded that they need an opportunity for more public input and how this would work, how it would be implemented, and how much it would cost. Dr. Beckett summarized the concern as the following: how do we run elections with social distancing measures in place?

Mr. McChesney stated that he is on board with mail-in balloting, though he agrees that it is a constitutional issue. He noted that they will discuss it next week, but time is of the essence. In the interim, he stated that he would like to know the feasibility of doing this: whether it is a mail-in ballot system or an absentee ballot system. What sorts of systems could they have as alternatives to in-person voting? Ms. LaChance commented that this is about planning and risk mitigation. Chairman Gullotta clarified that this is a letter. The Council is not in control of absentee ballots. They are not in control of setting up a universal system for Glastonbury or the state. He looks at this as a public health issue, and he urged the public to let them know whether their elected officials should be addressing it and how.

**Motion by:** Dr. Beckett

**Seconded by:** Ms. Carroll

MOVED, that the Glastonbury Town Council hereby table the action until their regular meeting of April 28, 2020.

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

**Result of original motion:** Failed {9-0-0}. Council unanimously voted to table the motion to the next meeting.

- c. Action to reschedule public hearing concerning Building Zone Regulations – Building Heights from April 28th to May 12th.

**Motion by:** Ms. Carroll

**Seconded by:** Dr. Beckett

*BE IT RESOLVED, that the Glastonbury Town Council hereby reschedules the public hearing set for 8:00 p.m. on Tuesday, April 28, 2020 concerning proposed amendments to the Building Zone Regulations - Building to 8:00 p.m. to the Regular Council Meeting on Tuesday, May 12, 2020 in the Council Chambers of Town Hall, 2155 Main Street, as described in a report by the Town Manager dated April 17, 2020.*

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

- d. **Discussion concerning public comment process and protocols – remote meeting format (possible referral to the Rules of Procedure Subcommittee).**

The Council discussed and decided for the near-term meetings use of written format per the Town website. **By consensus, public comment will be by written format for the April 28, 2020 Regular Council Meeting. Also by consensus, refer to the Council Rules of Procedure Subcommittee for future update.**

Chairman Gullotta noted that, once the Council returns to Chambers, the subcommittee should revise their rules of behavior on obscenities or slanderous language used towards a public official. Mr. Johnson noted that the Town homepage has a process set up where members of the public can submit a comment through a fill-in form. He suggested using that process for the Council's next remote meeting. Mr. Niland suggested clicking in attendees so that they can speak for a little while and then click out. Ms. Tanski stated that, tonight, they did not get a full name and email on every comment that was made by a member of the public. She finds the option of collecting all of the comments in one place and then distributing it for all to be read a sensible solution.

Dr. Beckett remarked that he favors Mr. Johnson's idea because it is simpler than what Mr. Niland proposed. Ms. LaChance liked the idea of having a uniform way for people to make comments, but there should be some sort of summary. Mr. Niland stated that a hybrid approach would be fine, too, stressing that anything that gets them as close to normal as possible is their best option. Ms. Carroll and Mr. McChesney agreed with Dr. Beckett's suggestion of erring on the more cautious side for their next meeting. Mr. Osgood stated that they should also allow people to continue to send letters to the Council, and instead of reading them, they should be summarized.

The Council came to a unanimous consensus on a written format approach. All comments will be at or under 50 words, to be submitted via the Town website, though email and call-in would also be accepted, if the former option is not possible. Mr. Niland noted that, typically, the allowable count on a fill-in form is not by words, but by characters, so they may have a bit of difficulty enforcing the 50-word limit. He also suggested adding one more field with a dropdown that indicates whether it is a communication or a public comment. The Council also agreed that if the public can read the comments, then Council can simply paraphrase them during their meetings. Mr. Johnson stated that he will look into making the comments available so that people could read them in advance of the meeting. The Council agreed to accept comments submitted before 2:00 pm on Monday, or the day before their scheduled meeting.

#### **e. Town Manager's Report.**

Mr. Johnson reviewed two items, noting that he will present a full report at next Tuesday's meeting. He presented graphical information on positive COVID-19 test results in Glastonbury, noting that, as of recent reporting, there have been a little over 130 cases and 11 deaths. Food

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bank donations have totaled over \$24,000. Mr. Niland inquired about the ongoing negotiations concerning Cotton Hollow. Mr. Johnson explained that they are continuing discussions with the property owners. Provided they are able to complete discussions by next Monday, they would have a formal agreement for Council's initial action by next Tuesday night.

**f. Executive Session – potential land acquisition.**

**Motion by:** Ms. Carroll

**Seconded by:** Dr. Beckett

BE IT RESOLVED, that the Glastonbury Town Council hereby enters into executive session to discuss a potential land acquisition at 9:35 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 10:10 pm.

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

**3. Adjournment.**

**Motion By:** Ms. Carroll

**Seconded By:** Dr. Beckett

BE IT RESOLVED, that the Glastonbury Town Council hereby adjourns their special meeting of April 21, 2020, at 10:11 pm.

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

**Lilly Torosyan**

**Lilly Torosyan  
Recording Clerk**

**Thomas Gullotta  
Chairman**

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