

**GLASTONBURY TOWN COUNCIL AGENDA
TUESDAY, DECEMBER 01, 2020 – REGULAR MEETING
7:00 P.M. – ZOOM VIDEO CONFERENCING**

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

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

- NO 1 ACTION ON PROPOSED TEXT AMENDMENTS TO THE BUILDING-ZONE REGULATIONS REGARDING BUILDING HEIGHTS IN RESIDENTIAL, COMMERCIAL, TOWN CENTER, TOWN CENTER MIXED USE, AND ADAPTIVE REDEVELOPMENT ZONES AND PROPOSED CHANGES TO THE OFFICIAL ZONING MAP.
- NO 2 APPROPRIATION AND TRANSFER OF \$400,000 FROM THE GENERAL FUND-UNASSIGNED FUND BALANCE TO CAPITAL PROJECTS-SELF CONTAINED BREATHING APPARATUS.
-

1. Roll Call.
 - (a) Pledge of Allegiance.
2. Public Comment.
3. Special Reports.
4. Old Business.
5. New Business.
 - (a) Discussion and consensus on budget schedule FY21/22.
 - (b) Discussion and possible action concerning Capital Improvement Criteria.
 - (c) Discussion and possible action to schedule public information hearing on proposed location of a communication tower on Town-owned property off Oakwood Drive.
 - (d) Action to appoint members to Steering Committee for Affordable Housing Plan.
6. Consent Calendar.
7. Town Manager's Report.
8. Committee Reports.
 - (a) Chairman's Report.
 - (b) MDC.
 - (c) CRCOG.
 - (d) Commission on Racial Justice and Equity – Report.
9. Communications.
10. Minutes.
 - (a) Minutes of November 11, 2020 Regular 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, DECEMBER 1, 2020 WILL BE CONDUCTED THROUGH ZOOM VIDEO CONFERENCING.

- The public may join the Zoom Video Conference as an Attendee (view and listen function only) as follows:

Join by Zoom Meeting Link:

<https://us02web.zoom.us/j/89654695588?pwd=R0JlOQ24xVFNSejNSS0RGbWVPbkZVZz09>

Join by Phone: +1 646 558 8656

Webinar ID: 896 5469 5588

Password: 509739

- **Public Comment** may be submitted at the following link no later than 2:00 p.m. on Monday, November 30, 2020: <https://www.glastonbury-ct.gov/about-us/town-government/boards-commissions-committees/public-comment-town-council-meetings>. There is also the opportunity to give Public Comment as part of the virtual meeting if joining through the Zoom Meeting Link.
- **Public Hearing Comment** may be submitted at the following link no later than 2:00 p.m. on Monday, November 30, 2020: <https://www.glastonbury-ct.gov/about-us/town-government/boards-commissions-committees/public-hearing-comment>. There is also the opportunity to give Public Hearing Comment as part of the virtual meeting if joining through the Zoom Meeting Link.
- The meeting will be broadcast in real time through Public Access Television Channel 16 and live video stream at the Town website or through the following link: <https://www.glastonbury-ct.gov/about-us/pr-communications/tv-channel-public-broadcasting/public-broadcast-streaming-video>



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

PUBLIC HEARING NO. 1
12-01-2020 Meeting

November 25, 2020

The Glastonbury Town Council
2155 Main Street
Glastonbury, CT 06033

Re: Building Zone Regulations – Building Heights

Dear Council Members:

The public hearing on this matter was opened on May 26, 2020 and continued to the June 9th meeting. After discussion on the 9th, the hearing was continued to a future date to be determined. By action at the November 10th meeting, Council reconvened the public hearing for December 1st. A formal notice was forwarded to owners of property within 500 feet of the proposed PBD Overlay Zone and the public hearing notice published to the Hartford Courant and Town website.

The proposal summarized below and on the attached pages is based on review by the Ad Hoc Working Group (AHWG), Town Plan and Zoning Commission and Town Council.

- Establishes 14.25 feet per floor throughout all zones– recommendation 2. of AHWG.
- Planned Travel Zone – increase permitted floors from 2.5 to 3 floors – recommendation 2. of AHWG.
- Planned Employment and Planned Commerce – Increase the permitted number of floors from 2.5 stories to 4 stories for all permitted uses (currently 4 stories for office, general and/or professional uses) – recommendation 3. of AHWG.
- Planned Business and Development Zone (North Main Street area) – create Overlay Zone to increase the number of permitted floors in the PBD Zone from 2.5 to 3. The Overlay Zone excludes those smaller parcels located in outlying areas (dark green).

For background, I have attached a copy of the initial report by the Ad Hoc Working Group and a page showing the various zones. Additionally, examples of current buildings of 3 – 6 stories are shown by various commercial zones.

Based on Tuesday evening's hearing and discussion, there are several options for next steps and action.

- Council action to adopt the proposed changes to the Building Zone Regulations and Zoning Map as proposed or as may be amended.
- Action to not proceed with the proposed changes as presented or as may be amended.
- Close the public hearing with no action and reconvene a new public hearing when in person testimony is re-established or upon further review.
- Close the public hearing and schedule action for a subsequent date (within 65 days of closing hearing).

Additional information can be provided as may be requested.

Sincerely,

Richard J. Johnson
Town Manager

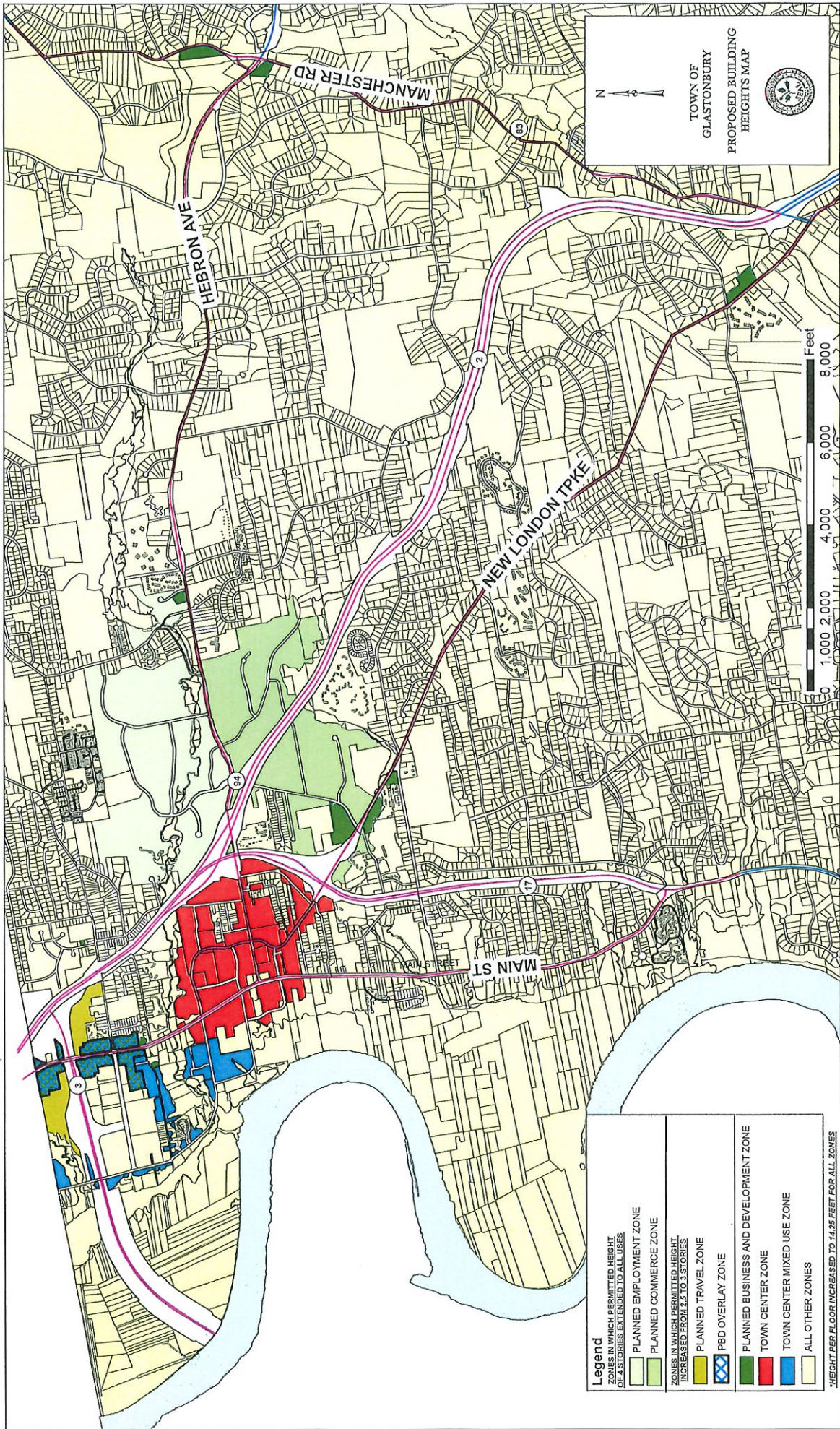
RJJ/sal
Attachments

Building Zone Regulations – Building Heights Text Amendments – December 1, 2020

| Zone | Current | Proposed |
|---------------------------------------|---|---------------------------------------|
| All residential zones | 2.5 stories - 35 feet | 2.5 stories - 35.5 feet |
| PBD (excludes PBD Overlay) | 2.5 stories - 35 feet | 2.5 stories - 35.5 feet |
| PBD Overlay | New text | 3 stories - 42.75 feet |
| Planned Travel | 2.5 stories - 35 feet | 3 stories - 42.75 feet |
| Planned Industrial | 4 stories - 57 feet (for office, general, professional uses) 2.5 stories - 35 feet (for other uses) | 4 stories - 57 feet (all uses) |
| Town Center | 3 stories - 38 feet | 3 stories - 42.75 feet |
| Town Center Mixed Use | 2.5 stories - 35 feet | 2.5 stories - 35.5 feet |
| Planned Employment | 4 stories - 57 feet (for office, general, professional uses) 2.5 stories - 35 feet (for other uses) | 4 stories - 57 feet (all uses) |
| Planned Commerce | 4 stories - 57 feet (for office, general, professional uses) 2.5 stories - 35 feet (for other uses) | 4 stories - 57 feet (all uses) |
| South Glastonbury Village Commercial | 2.5 stories - 35 feet | 2.5 stories - 35.5 feet |
| South Glastonbury Village Residential | 2.5 stories - 35 feet | 2.5 stories - 35.5 feet |
| Adaptive Redevelopment* | 3 stories - 40 feet (living space) | 3 stories - 42.75 feet (living space) |

Note: For the ARZ, existing buildings that exceed height may remain even if greater than 3 story limit for new construction.

| Current Structures | # of Stories |
|---|---------------------|
| Gottfried and Somberg – Hebron Avenue | 3 |
| 455 Winding Brook | 4 |
| 655 Winding Brook | 4 |
| 500 Winding Brook | 3 |
| The Hearth – Western Boulevard | 3 |
| 148 Eastern Boulevard | 4 |
| 628 Hebron Avenue (BOE Office) | 5 |
| 200 Glastonbury Boulevard | 3 |
| 180 Glastonbury Boulevard | 4 |
| 95 Glastonbury Boulevard | 4 |
| Hotels – Glastonbury Boulevard | 6 |
| Eric Town Square | 2.5 |
| Naubuc Green – Welles Street | 3 |
| New Condos – Naubuc Avenue | 3 |
| The Tannery (former Flanagan's Building) – New London Turnpike | 4 |



TOWN OF
GLASTONBURY
PROPOSED BUILDING
HEIGHTS MAP



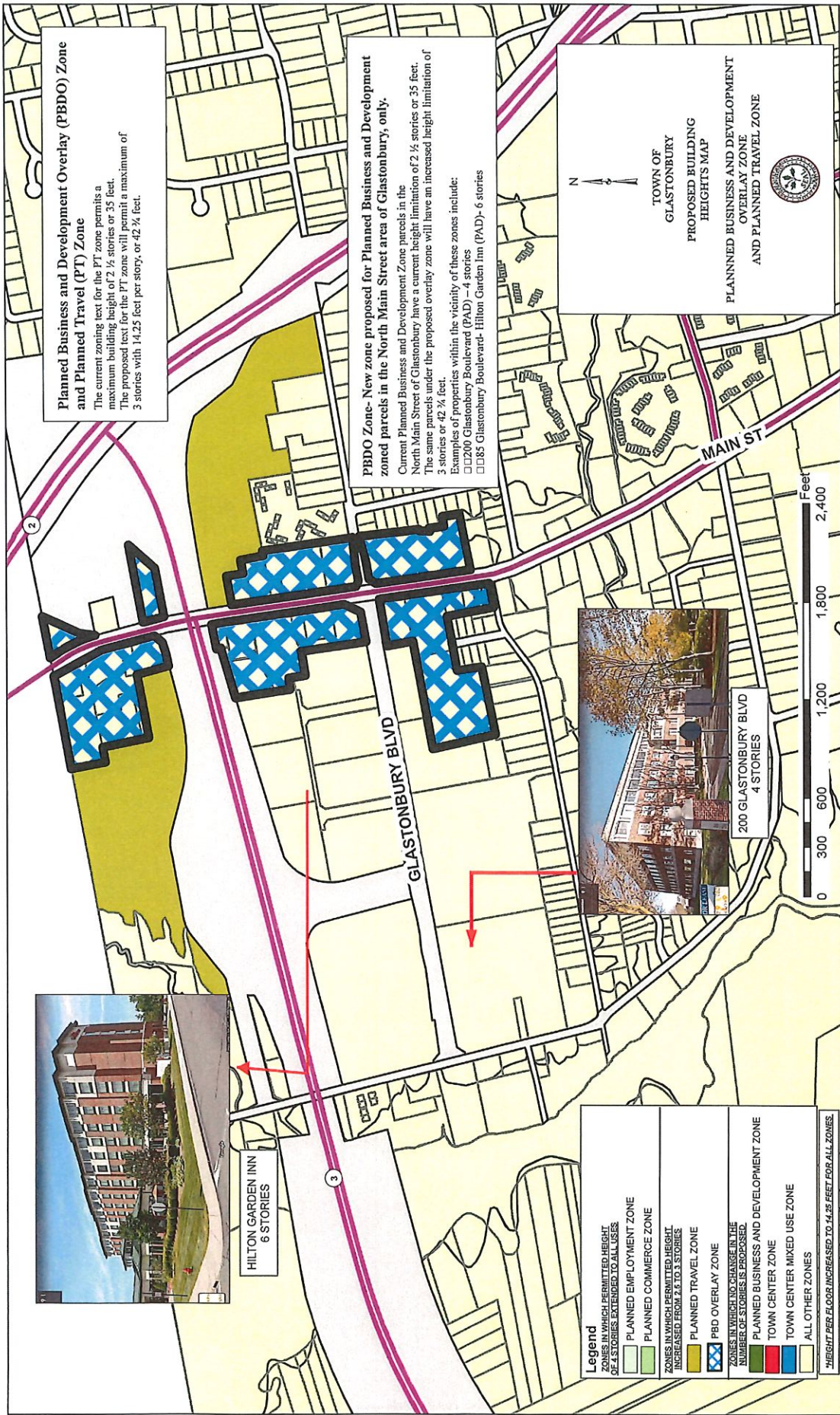
Legend

| | |
|--|---------------------------------------|
| | 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 OF 2.5 STORIES EXTENDED TO ALL USES

ZONES IN WHICH PERMITTED HEIGHT INCREASED FROM 2.5 TO 3 STORIES

*HEIGHT PER FLOOR INCREASED TO 14.25 FEET FOR ALL ZONES



Planned Business and Development Overlay (PBDO) Zone and Planned Travel (PT) Zone
 The current zoning text for the PT zone permits a maximum building height of 2 1/2 stories or 35 feet. The proposed text for the PT zone will permit a maximum of 3 stories with 14.25 feet per story, or 42 3/4 feet.

PBDO Zone- New zone proposed for Planned Business and Development zoned parcels in the North Main Street area of Glastonbury, only.
 Current Planned Business and Development Zone parcels in the North Main Street of Glastonbury have a current height limitation of 2 1/2 stories or 35 feet. The same parcels under the proposed overlay zone will have an increased height limitation of 3 stories or 42 3/4 feet.
 Examples of properties within the vicinity of these zones include:
 □ 200 Glastonbury Boulevard (PAD) - 4 stories
 □ 85 Glastonbury Boulevard- Hilton Garden Inn (PAD)- 6 stories

TOWN OF GLASTONBURY
 PROPOSED BUILDING HEIGHTS MAP
 PLANNED BUSINESS AND DEVELOPMENT OVERLAY ZONE AND PLANNED TRAVEL ZONE

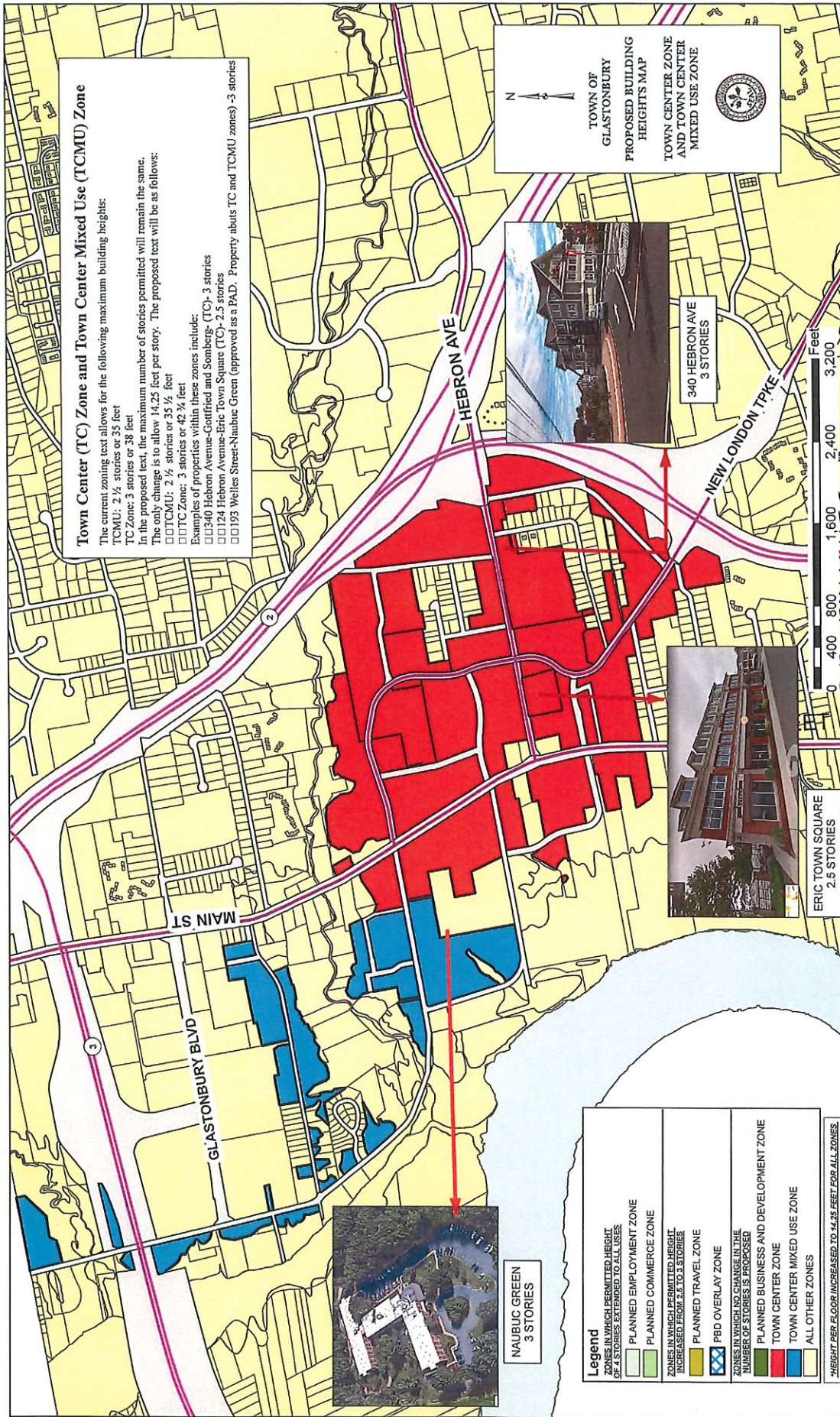


Legend

| | |
|--|---------------------------------------|
| | 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 OR 4 STORIES EXTENDED TO ALL USES
ZONES IN WHICH PERMITTED HEIGHT INCREASED FROM 2.5 TO 3 STORIES
ZONES IN WHICH NO CHANGE IN THE NUMBER OF STORIES IS PROPOSED
*HEIGHT PER FLOOR INCREASED TO 14.25 FEET FOR ALL ZONES





Town Center (TC) Zone and Town Center Mixed Use (TCMU) Zone

The current zoning text allows for the following maximum building heights:

- TCMU: 2 1/2 stories or 35 feet
 - TC Zone: 3 stories or 38 feet
- In the proposed text, the maximum number of stories permitted will remain the same. The only change is to allow 14.25 feet per story. The proposed text will be as follows:

- TCMU: 2 1/2 stories or 35 1/2 feet
 - TC Zone: 3 stories or 42 3/4 feet
- Examples of properties within these zones include:
- 340 Hebron Avenue-Gottfried and Somborg (TC)- 3 stories
 - 124 Hebron Avenue-Eric Town Square (TC)- 2.5 stories
 - 193 Welles Streets-Naubuc Green (approved as a PAD, Property abuts TC and TCMU zones)- 3 stories

TOWN OF
GLASTONBURY
PROPOSED BUILDING
HEIGHTS MAP

TOWN CENTER ZONE
AND TOWN CENTER
MIXED USE ZONE

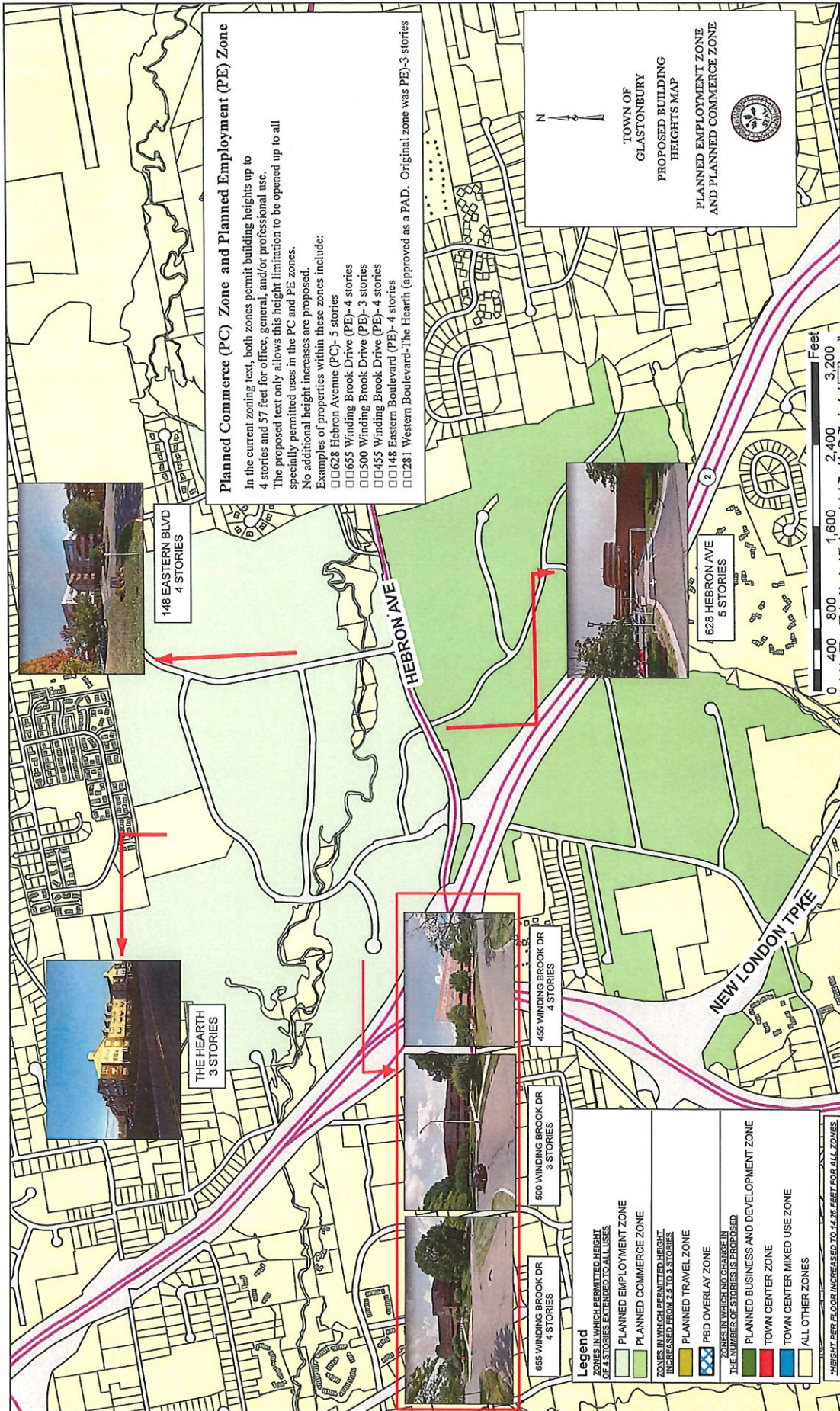


Legend

| | |
|--|---------------------------------------|
| | 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 |

*HEIGHT PER FLOOR INCREASED TO 14.25 FEET FOR ALL ZONES





Planned Commerce (PC) Zone and Planned Employment (PE) Zone

In the current zoning text, both zones permit building heights up to 4 stories and 57 feet for office, general, and/or professional use. The proposed text only allows this height limitation to be opened up to all specially permitted uses in the PC and PE zones.

No additional height increases are proposed.

Examples of properties within these zones include:

- 628 Hebron Avenue (PC)- 5 stories
- 655 Winding Brook Drive (PE)- 4 stories
- 500 Winding Brook Drive (PE)- 3 stories
- 455 Winding Brook Drive (PE)- 4 stories
- 148 Eastern Boulevard (PE)- 4 stories
- 281 Western Boulevard-The Hearth (approved as a PAD. Original zone was PE)- 3 stories

TOWN OF
GLASTONBURY
PROPOSED BUILDING
HEIGHTS MAP

PLANNED EMPLOYMENT ZONE
AND PLANNED COMMERCE ZONE



Legend

ZONES IN WHICH PERMITTED HEIGHT OF 4 STORIES APPLIES TO ALL USES

- PLANNED EMPLOYMENT ZONE
- PLANNED COMMERCE ZONE

ZONES IN WHICH PERMITTED HEIGHT INCREASED FROM 2.5 TO 3 STORIES

- PLANNED TRAVEL ZONE
- PBD OVERLAY ZONE

ZONES IN WHICH NO CHANGE IN THE NUMBER OF STORIES IS PROPOSED

- PLANNED BUSINESS AND DEVELOPMENT ZONE
- TOWN CENTER ZONE
- TOWN CENTER MIXED USE ZONE
- ALL OTHER ZONES

*HEIGHT PER FLOOR INCREASED TO 14.25 FEET FOR ALL ZONES

MEMORANDUM

To: Town Council Members

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

Date: January 18, 2019

Re: Report and Recommendation

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

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

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

RJJ/sal

4.19 Planned Business and Development Overlay Zone (PBD Overlay Zone)

4.19.1 Purpose

The purpose of the Planned Business and Development (PBD) Overlay Zone is to allow a maximum building height of three (3) stories or forty-two and one-half (42 ¾) feet. All other land use and development requirements shall be in accordance with section 4.6 Planned Business and Development Zone in order to support the development and redevelopment of parcels in the commercial center of northern Glastonbury.

4.19.2 Applicability

The provisions of this section shall apply to all principal structures on lots that are located within the Planned Business and Development Overlay Zone as identified on the Town of Glastonbury's Official Zoning Map as amended.

4.19.3 Plan of Development

For the purpose of assuring orderly and integrated development in a Planned Business and Development (PBD) Overlay Zone Overlay, no building, structure, use or other form of development shall be established or constructed and no existing building, structure or use, other than existing single and two-family dwellings, shall be enlarged or altered until a Plan of Development shall have been approved as part of the special permit with design review approval by the Town Plan and Zoning Commission and shall have been filed with the Town Clerk. Such plan shall be in accordance and consistent with the provisions of Section 12 of these Regulations.

4.19.4 Use, Bulk, Density and Open Space Requirements

All requirements in the Planned Business and Development (PBD) Overlay Zone with regard to approval, use, bulk, density and open space shall be in accordance with the requirements of Section 4.6 Planned Business and Development (PBD) Zone.

4.19.5 Maximum Building Height

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 ¾) feet. This subsection shall supersede section 4.6.10.

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 thirty-five and one-half (35 1/2) feet. |
| 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 thirty-five and one-half (35 1/2) feet. |
| 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 three (3) stories or forty-two and three-fourths (42 3/4) feet. |
| 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 thirty-five and one-half (35 1/2) 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. |
| 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 forty-two and three-fourths (42 3/4) feet. |
| 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 four (4) stories or fifty-seven (57) feet. 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 four (4) stories or fifty-seven (57) feet. 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 ½ stories or 35 feet maximum | Two and one-half (2 ½) stories or thirty-five and one-half (35 1/2) feet maximum |
| So. Glastonbury Village Residential Zone | 4.16.4.c | No single family residential building shall exceed 2 ½ stories or 35 feet in height. | No single family residential building shall exceed 2 ½ stories or thirty-five and one-half (35 1/2) feet 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 forty-two and three-fourths (42 3/4) feet 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 ½ stories or a height of thirty five (35) feet. | No building shall exceed 2 ½ stories or a height of thirty-five and one-half (35 1/2) feet. |
| 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 ¾) feet. |

Thomas Gulotta, Chairman
Glastonbury Town Council

c/o Richard Johnson, Town Manager
Email only: Richard.Johnson@glastonbury-ct.gov

Re: Proposed text amendments to allow increased building heights in certain zones

Dear Chairman Gullotta and Council Members:

I write to you concerning the pending proposal to increase the maximum height on buildings in the Town Center area. Although I am an attorney, I write this letter as a private citizen and not on behalf of any client or special interest.

After reading several letters to the Citizen, it appears that the purposes of this proposal is to (1) encourage mixed-use buildings, meaning commercial or office uses on the ground floor facing the street (to provide a more pleasant pedestrian experience) with residential uses on the floors above; (2) to encourage parking to be in the rear of the buildings, so that the streetscape is dominated by buildings and store-fronts, and not by parking lots; and (3) to provide expanded housing opportunity, especially for families of moderate income. I think that these are laudable goals. I was involved in Town government when the Redevelopment Project was in its infancy, and I was disappointed to see that the Agency at the time wanted a Town Center with a "strip mall" look instead of New England village center. The Agency hired a design consultant who recommended changes to the original plan to create a more pedestrian-friendly experience, but the Agency rejected all of those recommendations. The result is what we have today which hardly reflects any form of "New England village" characteristics.

While I support the stated objectives, the text as now proposed *will achieve none of them*. First, the location of the proposed Planned Business and Development Overlay Zone isn't in the Town Center, nor even close to the Town Center. Based on the map on the Town's website, it's proposed to be located on north Main Street near the East Hartford Town line, and only for a handful of properties adjoining Main Street. Is this intended to be a whole new "Town Center?" If so, what will be the impact on the businesses in the actual Town Center in the former Redevelopment Area?

Second, it's hard to understand what properties would benefit from this Overlay Zone, since it includes several parcels that are already occupied with viable (and in some cases, very new) development like Walgreens, Chili's, the Cumberland Farms convenience store, the new McDonald's, and Griswold Mall, to name a few. Which of the owners of these parcels, if any, have expressed any interest in redeveloping their properties? If none of them, then why is this being considered at all? And if any of them have expressed such interest, has that been stated publicly? If not, why not? And if greater building height is intended to encourage mixed use, affordable housing, and the other stated objectives, then why omit the Town Center Zone from the new Overlay Zone? The policy behind allowing increased height only north of Spring Street is difficult to understand.

Third, there is nothing in the proposed text that conditions increased building height on rear parking, mixed use, or the inclusion of affordable housing. Furthermore, the text makes 3-

story buildings an *as of right* use, meaning that the Town Plan and Zoning Commission will have no discretion to deny such proposals regardless of how they fail to conform to the stated objectives. What this text will allow is a hodge-podge of standard 3-story apartment buildings like those that were recently approved at the corner of House Street and Hebron Avenue at the former Flanagan mill: no affordable housing, no commercial uses along the street (except for one restaurant at the Flanagan mill), and nothing to create a pedestrian experience along the street. There may be some 3-story office buildings, but even they will have no requirement for rear parking or street-side retail.

As a matter of drafting, it's also difficult to understand why an overlay zone (the proposed Section 4.19) is being used at all. The overlay zone text states that the height limits specified therein replace those of Section 4.6 for the Planned Business and Development Zone; so why not just amend Section 4.6 itself? As to rear- or side-yard parking, why not just amend Section 9 to prohibit parking closer to the street than the principal building? Why not apply these changes to the entire PDB Zone instead of just a portion of it? How do the areas included and excluded differ in character?

I would also caution the Council that you will not get commercial uses at street level with residential uses above by allowing only three stories. I did quite a bit of consulting work for mixed-use incentive housing plans for the towns of Coventry, Hebron, and Bolton and we interviewed developers about the feasibility of ground-floor retail with upper floor apartments. Without exception they said that such a pattern is not financially viable at less than four stories. The cost of the elevators is too great to be justified when the first floor contains no apartments. If you look around the State and the country at this type of mixed-use pattern (such as Blue Back Square in West Hartford or the new Storrs Center in Mansfield), you will see that they are all at least 3 residential stories above the commercial street-level uses, hence a total of 4 stories.

Be that as it may, whether you proceed with three stories or four, the text needs to be changed to assure you of getting what you're being told it will produce. I would recommend the changes shown in the attached document as the very minimum necessary to achieve the stated goals.

I hope these comments have been of help to the Town Council in evaluating the current proposal.

Sincerely,

Mark Branse
48 Birch Trail
Glastonbury, CT 06033

cc Khara C. Dodds, Director of Planning & Land Use Services,
khara.dodds@glastonbury-ct.gov

4.19 Planned Business and Development Overlay Zone (PBD Overlay Zone)

4.19.1 Purpose

The purpose of the Planned Business and Development (PBD) Overlay Zone is to allow a maximum building height of three (3) stories or forty-two and three-fourths (42 ¾) feet. All other land use and development requirements shall be in accordance with section 4.6 Planned Business and Development Zone in order to support the development and redevelopment of parcels in the commercial center of northern Glastonbury.

Commented [MKB1]: As noted in my accompanying letter, north Main Street is not what most people think of as the "Town Center."

4.19.2 Applicability

The provisions of this section shall apply to all principal structures on lots that are located within the Planned Business and Development Overlay Zone as identified on the Town of Glastonbury's Official Zoning Map as amended.

4.19.3 Plan of Development

For the purpose of assuring orderly and integrated development in a Planned Business and Development (PBD) Overlay Zone Overlay, no building, structure, use or other form of development shall be established or constructed and no existing building, structure or use, other than existing single and two-family dwellings, shall be enlarged or altered until a Plan of Development shall have been approved as part of the special permit with design review approval by the Town Plan and Zoning Commission and shall have been filed with the Town Clerk. Such plan shall be in accordance and consistent with the provisions of Section 12 of these Regulations.

Commented [MKB2]: I'm not sure why this paragraph is needed since all uses in the PDB Zone require a Plan of Development per Section 12. Does this mean that uses outside of the overlay zone don't need a Plan of Development?

4.19.4 Use, Bulk, Density and Open Space Requirements

Except for building height per Section 4.19.5, all requirements in the Planned Business and Development (PBD) Overlay Zone with regard to approval, use, bulk, density and open space shall be in accordance with the requirements of Section 4.6 Planned Business and Development (PBD) Zone.

Commented [MKB3]: Then why do we need this new overlay zone? Why not just amend Section 4.6? What is there about these particular properties that make them different?

4.19.5 Maximum Building Height

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 ¾) feet. This subsection shall supersede section 4.6.10 provided that the conditions of this Section 4.19.5 are met. No building shall be higher than allowed by Section 4.6.10 unless the following conditions are met:

- a. There shall be no parking closer to the street line than the closest portion of the principal building.
- b. The first floor of the building shall be approved only for commercial uses. Residential uses shall be prohibited below the second floor of any building approved under this Section 4.6.10.
- c. If a building is proposed to contain residential uses, at least twenty (20%) of the dwelling units (rounded up to the next whole unit) shall be affordable dwellings deed-restricted to families earning no more than eighty (80%) of the median income established by the U.S. Dept. of Housing and Urban Development for the Hartford-West Hartford-East Hartford, CT HMFA and spending no more than thirty (30%) of

Formatted: List Paragraph, Add space between paragraphs of the same style, Outline numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

Commented [MKB4]: This language is from Section 4.12.3.c of the current zoning regulations;

their income on housing costs. Said deed restriction shall be in force for no less than thirty (30) years. All such deed restricted units shall be administered by the Glastonbury Housing Authority or such other agency as the Town Council may designate by resolution. Such affordable units shall be distributed throughout the building and not confined to any single floor or side of the building, and shall be comparable in size and bedroom count to all other units in the building.

**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 Frontage (ft.) | Maximum Lot Coverage (%) | Minimum Frontal | Required Building Side | Yards (ft.) Rear | Maximum Permitted Height (feet) (stories) | 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 ¹ | 200 ¹ | 15 | 75 | 35 ³ | 75 | 2 1/2 ⁶ | 1250/1500/850 ⁷ | Minimum Open Space (IN ALL RESIDENCE ZONE, FRONT YARD, REAR YARD AND TWO SIDE YARDS) See section 4.15.11 Twice building coverage See section 4.14.11 Twice building coverage See Sec. 4.8.11 N/R N/R N/A N/A N/A N/R N/R N/A N/A |
| RR | 40,000 ¹ | 125 ¹ | 10 | 50 | 25 ³ | 50 | 3 1/2 ⁶ | 1250/1340/850 ⁷ | |
| AAA | 40,000 ¹ | 125 ¹ | 15 | 50 | 25 ³ | 50 | 2 1/2 ⁶ | 1500/1650/1150 ⁷ | |
| AA | 25,000 ¹ | 110 ¹ | 15 | 20 ³ | 15 ³ | 50 | 2 1/2 ⁶ | 1250/1500/1000 ⁷ | |
| A | 15,000 ¹ | 100 ¹ | 15 | 40 ³ | 15 ³ | 25 | 2 1/2 ⁶ | 1000/1340/850/775 ⁷ | |
| PC | 40,000 ² | 150 ² | 20 ¹⁰ | 50 ¹² | 25 ⁴ | 25 | 4 | N/A | |
| PBD | 60,000 ² | 200 ² | 20 | 75 | 25 ⁴ | 25 | 3 | N/A | |
| PE | 40000 ² | 150 ² | 20 ¹⁰ | 50 ¹² | 25 ⁴ | 25 | 4 | N/A | |
| PT | 10 acres ² | 400 ² | 20 | 75 | 50 ¹⁴ | 50 | 3 | N/A | |
| PI | 40,000 ² | 150 ² | 20 ¹⁰ | 50 | 25 ¹⁴ | 25 ⁵ | 2 1/2 | N/A | |
| PL | 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 | See specific regulations in Section 4.12 | | | | | | | | |
| Development | | | | | | | | | |
| VC | 20,000 ¹³ | 100 | 20,000sq ft | N/A | N/A | N/A | 2 1/2 | 950 ¹⁴ | |
| VR | 10,000 | 75 | 20 | 20 | 10 | 30 | 2 1/2 | N/A | |
| TC | 40,000 | 100 | FAR 0.5 | 20 | 5 | 20 | 3 | | |
| TCMU | 10,000 | 75 | 20% | 20 | 20/8 | 30 | 2 1/2 | | |
| Use | | | | | | | | | |

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 substandard lots of record and smaller legal lots of record under separate ownership may be developed and used as set forth in Section 3.10 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 in 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 zone, 40 feet in RR, AAA, AA and PI zones, and 50 feet in A zone.
- Side yard requirement may be modified or waived by TPZ in the case of a Plan of Development as set forth in the specific zone regulations. See specific zone regulations.
- Additional requirements for yards and screening when the PT Zone, 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 total floor area for a 1.1/2 story dwelling. The second number indicates the required minimum total floor area for 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 cellars, 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 setbacks requirements for new motor vehicle or gasoline service stations.
- See Sec. 4.8.6, 4.14.6, 4.15.6 (Lot Coverage) EFFECTIVE 3/26/80 - 4/14/04
- See Sec. 4.8.6, 4.14.6, 4.15.6 (Building Height) EFFECTIVE 3/26/80 - 4/14/04
- See Sec. 4.14.7, 4.15.7 (Front Yard) Effective 4/14/04
- Minimum required for new lots only - Effective 12/29/04
- Maximum floor area for 2nd floor accessory dwellings - Effective 12/29/04
- Building Heights (Effective 4.1.9.4.2.9, 4.3.9, 4.4.9.4.5.9, 4.6.10, 4.7.10, 4.8.10, 4/12.3.h, 4.13.c, 4.14.10, 4.15.10, 4/16.5.b.5, 4.16.6.c, 4.17.2(d), 4.18.4.c



Town of Glastonbury

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

PUBLIC HEARING NO. 2
12-1-2020 Meeting

Richard J. Johnson
Town Manager

November 25, 2020

The Glastonbury Town Council
2155 Main Street
Glastonbury, CT 06033

Re: Fire Department – Self-Contained Breathing Apparatus

Dear Council Members:

This is a proposal to allocate \$400,000 to purchase replacement self-contained breathing apparatus (SCBA) for the fire service to achieve savings of \$80,000±. The proposal is scheduled for public hearing and action on Tuesday evening. Summary background information follows and supplemented by the attachments:

- July 1, 2020 capital budget allocates \$120,000 for purchase of air bottle component of SCBA equipment for fire fighters.
- Other SCBA system components to be funded through July 1, 2021 Capital Program.
- SCBA components to be funded subject to grant applications in 2019 and 2020. Unfortunately, Glastonbury proposal does not satisfy grant priorities.
- Chief Thurz advises of the opportunity to reduce cost of this equipment by some \$80,000 through purchasing before calendar year end 2020.
- Equipment available through state cooperative purchasing contract.

The Board of Finance considered this matter at its meeting of Wednesday, November 18th and unanimously approved a favorable recommendation.

As noted above, the proposal is to allocate \$400,000 from the General Fund to achieve the estimated \$80,000 in cost savings. Like the elementary school air conditioning project several years ago, the General fund will be reimbursed through the Capital Program over one-two years.

"BE IT RESOLVED, that the Glastonbury Town Council hereby approves a \$400,000 transfer from the General Fund-Unassigned Fund Balance to Capital Projects-Self-Contained Breathing Apparatus for purchase of self-contained breathing apparatus for the Fire Service, as described in a report by the Town Manager dated November 25, 2020 and as recommended by the Board of Finance."

Sincerely,


Richard J. Johnson
Town Manager

RJJ/sal
Attachments





GLASTONBURY FIRE DEPARTMENT
2155 Main Street
Glastonbury, CT 06033
(860) 652-7555



2020 NOV -6 AM 7:28
RECEIVED
TOWN MANAGER

To: Richard J. Johnson – Town Manager

From: Michael P. Thurz – Fire Chief

Date: November 5, 2020

Re: MSA Self-Contained Breathing Apparatus Purchase

This memorandum will address the Fire Department's need to replace its aging self-contained breathing apparatus (SCBA). It will also discuss the "Preferred Pricing" that is currently available to the Town of Glastonbury through MSA. The only caveat to the "Preferred Pricing" is that the purchase needs to be made by the end of 2020.

Background:

An SCBA is part of the personal protective equipment ensemble that allows a firefighter to work in high heat and smoke filled environments. The majority of our existing SCBAs (65 units) were purchased through a FEMA grant in 2005. Since that time, a number of technological advancements, along with several enhancements to the National Fire Protection Association (NFPA) standard have been implemented.

Over the past three years, the Fire Department has begun to experience significant wear, along with component failures to its existing SCBA units. On average, the Department has spent \$3,500 annually on repair costs. These costs are above and beyond the \$8,000 expended on annual testing requirements and repairs made at that time. Furthermore, the Department is faced with the need to retire 120 of its composite breathing air cylinders at the end of December 2020. These cylinders will no longer be in compliance with the manufacturer's specified service life of 15 years, and **MUST** be removed from service. The cost to replace a cylinder is estimated at \$1,000 each.

Knowing that the cylinders needed to be replaced, the Fire Department began applying through FEMA's Assistance to Fire Act Grant three years ago for funding to replace its existing inventory. The cost to replace the entire inventory was estimated at \$600,000 or \$8,000 a unit. As a contingency, the Fire Department requested, and was approved this past year \$120,000 through the Capital Improvement Program to purchase replacement cylinders in the event a grant was not obtained. Unfortunately, all attempts to secure federal funding for this project have been denied.

Request:

The Department is at a crossroad. Our existing SCBAs do not meet the current NFPA standard. Repairs to our existing inventory are becoming more frequent and there is a

concern that they will become costly. Furthermore, with the changes in designs and functionalities, this could eventually lead to obsolescence of parts for these older style units. Therefore, replacement of the Fire Department's SCBA units is the number one priority.

Why MSA:

Prior to receiving notification that our grant was denied, the Department established an SCBA committee. The committee was charged with researching the latest SCBA technology in hopes that the Department would be a recipient of a grant. The committee was also established to expedite a purchase given the need to replace the 120 cylinders by the end of the year. The committee researched two vendors Scott (our current vendor) and MSA. While Scott would have been the logical choice given our longstanding relationship, it was evident to the committee that both their presentation and SCBA design significantly lagged behind the research and development invested by MSA.

Given the various changes to the NFPA standard over the years, one of MSA's strengths to its SCBA design was it took into consideration the costs of the mandated future changes/upgrades. MSA's focused on the end user and developed a product that was scalable and could be easily and cost effectively upgraded to meet new standard requirements. The MSA SCBA is modeled similar to a software based product which provides the end user with a product that keeps pace with any new standards at no or minimal cost primarily using technology and software upgrades that can be done on site.

Why is MSA Offering Preferred Pricing?

Firematic Supply, which is located in Rocky Hill is the sole source vendor for MSA products in the State of Connecticut. Firematic is currently working with 14 other municipalities in the state on SCBA replacements. Through their ability to generate a large number of sales they were able to negotiate favorable pricing with MSA.

What's the Cost Savings?

In preparing this year's Capital Improvement Program budget, Firematic Supply provided a quote to replace the Department's existing SCBA inventory of 75 units and accessories, assuming funds would be available after July 1, 2021. It was in conversation that the "Preferred Pricing" option currently in effect was mentioned. Based on the quote received if a purchase were to be made after July 1, 2021 (\$597,502.47) or if we were able to take advantage of the "Preferred Pricing" (\$520,788.90), the Fire Department could realize a cost savings of approximately \$76,713.57.

Please advise if you need any additional information or clarification.



Town of Glastonbury

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

ITEM #5(A)
12-01-2020 Meeting

Richard J. Johnson
Town Manager

November 25, 2020

The Glastonbury Town Council
2155 Main Street
Glastonbury, CT 06033

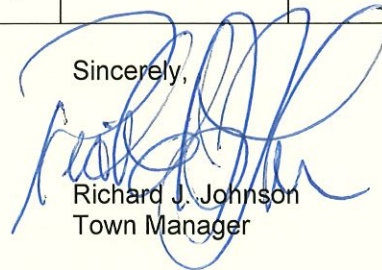
Re: Budget Schedule – FY21/22

Dear Council Members:

The chart below shows the proposed schedule for reviewing and adopting the fiscal year 21/22 budget. This is scheduled for review on Tuesday evening so that dates can be confirmed as possible. The schedule is generally consistent with recent years and as in the past, can be approved by consensus.

| <i>Meeting</i> | <i>Date</i> | <i>Time</i> | <i>Location/Format</i> |
|--|--|-------------------|-----------------------------------|
| Annual Capital Improvement Workshop | Wednesday, January 20 th Thursday, January 21 st | 6:00 p.m. | Virtual - Zoom Video Conferencing |
| Annual Town Meeting | Wednesday, January 27 th Thursday, January 28 th | 7:00 p.m. | Virtual - Zoom Video Conferencing |
| Budget Workshop (Town Operations) | Tuesday, February 23 rd (Regular Council Meeting) | 6:00 p.m. | Virtual - Zoom Video Conferencing |
| Budget Workshop (Board of Education) | Week of March 1 st | 6:00 or 7:00 p.m. | Virtual - Zoom Video Conferencing |
| Final Budget Public Hearing and Action | TBD - Special Meeting week of March 15 th or Regular Council Meeting of Tuesday, March 23 rd | 7:00 p.m. | Virtual - Zoom Video Conferencing |

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 #5(B)
12-01-20 Meeting

November 25, 2020

The Glastonbury Town Council
2155 Main Street
Glastonbury, CT 06033

Re: Capital Improvement Program Criteria

Dear Council Members:

The Capital Improvement Program (CIP) Criteria outlines the process, schedule, goals and guidelines for the Town's highly successful Capital Program. A copy of the Criteria effective 2019-2020 is attached. The document went through a comprehensive update and rewrite several years ago.

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

At its meeting of Wednesday, December 18, 2020, the Board of Finance reviewed the Criteria and did not recommend any changes. I have also reviewed and do not have any suggested changes.

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

Sincerely,

Richard J. Johnson
Town Manager

RJJ/sal
Attachment

TOWN OF GLASTONBURY
CAPITAL IMPROVEMENT PROGRAM CRITERIA

Purpose

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

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

Capital/Fixed Assets are categorized as follows:

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

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

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

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

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

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

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

CAPITAL IMPROVEMENT PLANNING PROCESS

Identification of Needs

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

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

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

Capital Improvement Program Timing/Schedule

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

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

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

Estimated Costs

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

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

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

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

CAPITAL IMPROVEMENT BUDGETARY PROCESS

Funding

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

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

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

The Capital Improvement Program shall generally be funded as follows:

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

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

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

Other factors to be considered for funding the CIP include:

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

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

Annually the Board of Finance shall review the General Fund unassigned fund balance, Capital Reserve

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

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

Debt Limitations

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

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

Referendum Threshold – Expenditures of Cash Resources

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

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

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

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

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

Annual Review

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

Date Last Revised: May 10, 2016

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

Date Adopted by Town Council: December 6, 2016

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

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

Date Last Reviewed by Town Council: January 28, 2020 (No Changes)



Town of Glastonbury

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

ITEM #5(C)
12-01-2020 Meeting

Richard J. Johnson
Town Manager

November 25, 2020

The Glastonbury Town Council
2155 Main Street
Glastonbury, CT 06033

Re: Communication Tower – Bus Yard

Dear Council Members:

The Town has been approached for potential location of a communication tower at Town-owned land off Oakwood Drive. The parcel(s) are shown on the attached page and now function in part as the school bus yard.

The approximate location of a communication tower and support facilities is highlighted. A concept is generally envisioned as follows:

- Selected lessee to manage Connecticut Siting Council process.
- Long-term lease for construction and operation of communication tower
- Lease term 20± years with opportunity to extend
- Base annual lease payment with yearly escalation
- Supplemental lease payment for tower users after initial service provider
- Terms and conditions consistent with this form of lease
- Town to conduct request for proposal (RFP) process to identify potential tower constructors/operators.

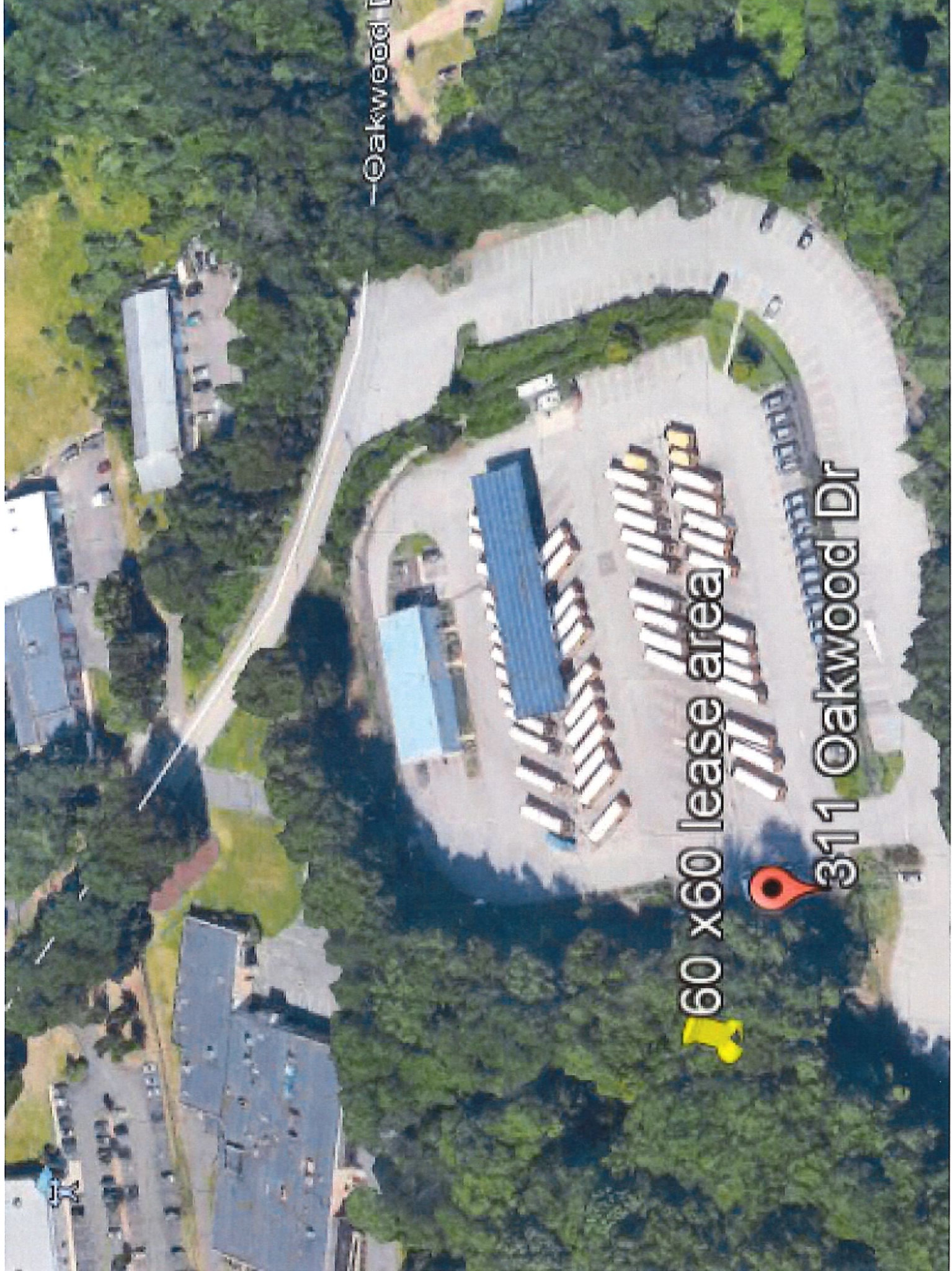
Potential action on Tuesday evening is to schedule a public information hearing to seek comment from owners of nearby properties and others. Written notice of the hearing will be forwarded to owners of property within 500' of the potential site. This is consistent with zoning regulations. Subject to the hearing, next steps can proceed as applicable.

"BE IT RESOLVED, that the Glastonbury Town Council hereby schedules a public information hearing for 8:00 p.m. on Tuesday, January 12, 2021 through Zoom Video Conferencing to hear public comment on potential use of the Town-owned property at 311 Oakwood Drive for construction and operation of a communications tower, as described in a report by the Town Manager dated November 25, 2020."

Sincerely,


Richard J. Johnson
Town Manager

RJJ/sal
Attachment



Oakwood Dr

60 x60 lease area



3111 Oakwood Dr



Town of Glastonbury

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

Richard J. Johnson
Town Manager

ITEM #5(D)
12-01-2020 Meeting

November 25, 2020

The Glastonbury Town Council
2155 Main Street
Glastonbury, CT 06033

Re: Affordable Housing Plan

Dear Council Members:

This is a recommendation to establish an Ad Hoc Steering Committee of members of the Council, Town Plan and Zoning Commission and Housing Authority to assist Town staff (Town Manager, Director of Planning, Director of Housing Authority) in the process to develop an Affordable Housing Plan for Glastonbury. As discussed previously, cities and towns are required by State Statute to adopt an updated Affordable Housing Plan by June of 2022.

To assist with this process, Glastonbury has commissioned the assistance of Glenn Chalder of Planimetrics, who will work with the Steering Committee and community to develop the Plan for Glastonbury. This will include public engagement sessions and other opportunity for public participation (e.g., public hearing). The suggestion is to appoint two members of Council, two members of TP&Z and a representative of the Housing Authority as noted above.

This matter is scheduled for Council action on Tuesday evening. Data gathering is under way and I would expect discussions, public engagement and other activities to begin during the first quarter of the coming year.

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
12-01-2020 Meeting

November 25, 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

Attached is a copy of the most recent weekly report and summary of Town operations. As of Thursday, November 19th, Glastonbury moved to the red (highest) level of COVID infection. This is measured on population of 100,000 on a rolling 14-day average and published weekly by the State DPH. At last review, some 85% of the state was at the red level

2. Ribbon Cutting – Multi-Use Trail

A ribbon cutting for the new multi-use trail extending between House Street and Western Boulevard is scheduled for 9:00 a.m. on the morning of Saturday, December 5th. Attendees can access the trail from Western Boulevard and walk a short distance to the boardwalk where the ribbon cutting will be held.

3. Town Staff Appreciation

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

4. Bond Rating – Moody's

In preparation for the general obligation refunding bond issue for the Clean Water Fund, a rating call was held with Moody's. The Town's Aaa rating was reaffirmed.

5. Tax Insert

Attached is a copy of the tax insert which will be mailed with the mid-December bills.

Sincerely,

Richard J. Johnson
Town Manager

RJJ/sal
Attachments



Town of Glastonbury

Health Department

Memo

November 22, 2020

To: Richard J. Johnson
Town Manager

Fr: Wendy S. Mis
Director of Health

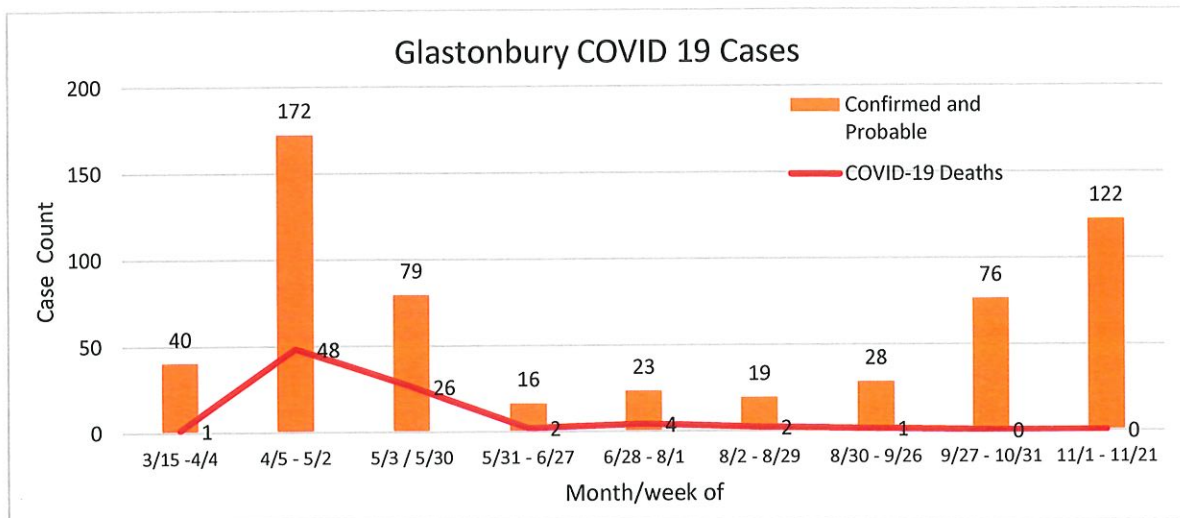
Re: COVID 19 update

Numbers in (parentheses) indicate change from the previous week.

As per CT Department of Public Health (CT DPH) lab testing data available 11/21/20:

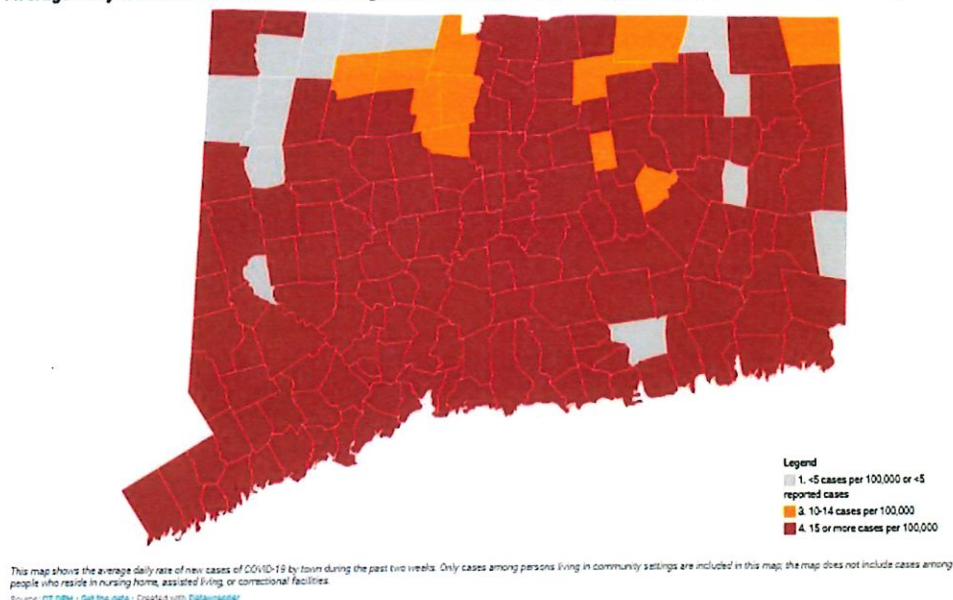
- 11,892 COVID-19 tests have been performed on residents (+778)
- Of the 11,892 tests, 575 (+68) are laboratory confirmed positive and probable cases of COVID-19
- No additional deaths were recorded this week, leaving the loss of Glastonbury residents at 84
- By gender, a total of 325 female (+35) and 250 male (+33) positive cases have been reported

The graph below shows a count of residents with confirmed positive and probable cases and COVID-19 related deaths in approximate one-month timeframes. Glastonbury, like other towns in Connecticut, and nationwide, is seeing a resurgence of COVID-19 cases. **Please note the final column represents only the first three weeks of November.*

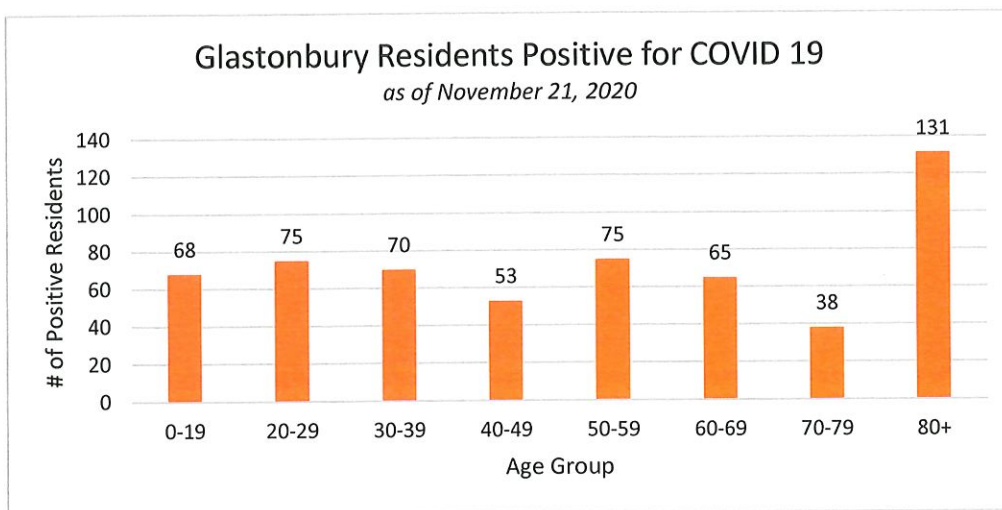


CT DPH has developed a COVID-19 Town Alert System map, updated weekly, which shows positive cases per 100,000 population using a 14 day average. Using a color coded system of grey (<5 cases), yellow (5 – 9 cases), orange (10 – 14 cases), and red (15 or more cases), viewers can understand at a glance the number of cases statewide. Only cases among persons living in community settings are included in this map; the map does not include cases among people who reside in nursing home, assisted living, or correctional facilities. Glastonbury is currently shown in red at 18.4 cases per 100,000. As of November 21, one hundred forty-six cities and towns have 15 or more cases per 100,000 population.

Town Map
Average Daily Rate of COVID-19 Cases Among Persons Living in Community Settings per 100,000 Population By Town



The number of Glastonbury cases by age group is shown in the chart below.



Data from DPH is considered preliminary. Test results may be reported several days after the result. Data are incomplete for the most recent days. Data from previous dates are routinely updated. In an ongoing process of data assessment, DPH continues to modify how certain disease-positive lab results are considered, changing some previous counts. Probable cases of COVID-19 include persons with positive antigen results. Positive cases include molecular and antigen tests. Prior to June 1, probable and confirmed cases were reported together.¹

¹ <https://portal.ct.gov/Coronavirus/COVID-19-Data-Tracker>

TM Weekly Update – 11/19/2020

Recent COVID-19 updates for the Town of Glastonbury are summarized in this weekly update. Please note, this report is now issued on Fridays to reflect the most up-to-date rating on the State of CT Weekly Town Alert System (updated Thursdays at 4:00pm).

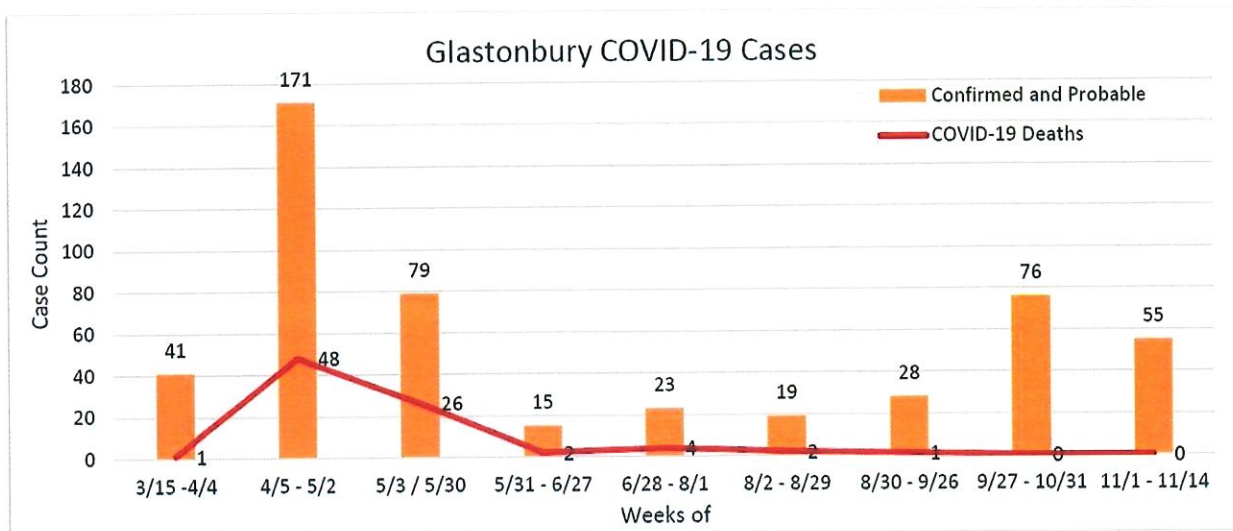
Glastonbury COVID-19 Figures

Numbers in (parentheses) indicate change from the previous week.

As per CT Department of Public Health (CT DPH) lab testing data available 11/14/20:

- 11,114 COVID-19 tests have been performed on residents (+513)
- Of the 11,114 tests, 507 (+41) are laboratory confirmed positive and probable cases of COVID-19
- No additional deaths were recorded this week, leaving the loss of Glastonbury residents at 84
- By gender, a total of 290 female (+21) and 217 male (+20) positive cases have been reported

The graph below shows a count of residents with confirmed positive and probable cases and COVID-19 related deaths. Glastonbury, like many other towns in Connecticut, is seeing a resurgence of COVID-19 cases. Please note: the final column represents only the first two weeks of November.



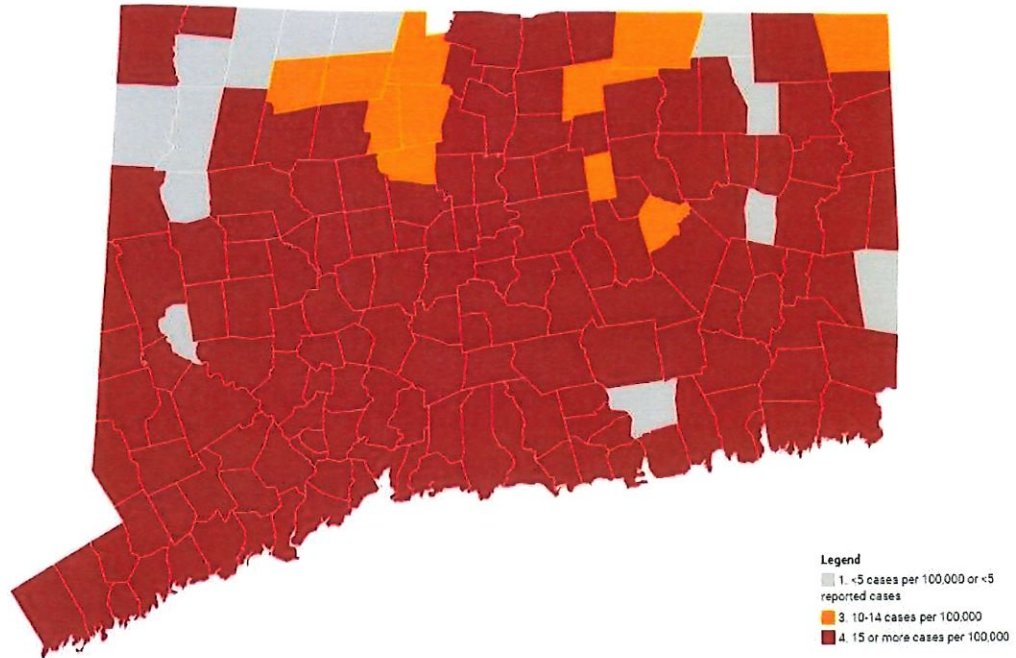
The CT DPH COVID-19 Town Alert System is updated weekly and shows positive cases per 100,000 population using a 14 day rolling average and a color coding system: Grey (<5 cases), Yellow (5 – 9 cases), Orange (10 – 14 cases), and Red (15+ cases). As of Thursday, November 19, Glastonbury is in the Red category with 18.4 cases per 100,000. As shown in this [week's Alert Map](#) (see below), nearly all Connecticut municipalities (145 of 169) are now in the Red level. The 'CT DPH Town-level COVID response framework' outlines the following guidance for communities at the Red level:

- High-risk individuals should stay home and stay safe
- All individuals should limit trips outside the home and avoid gatherings with non-household members
- Postpone all indoor activities and outdoor activities where mask wearing and social distancing cannot be maintained.

For the health and safety of Glastonbury community members, the Town will continue to modify programs, services, and operations to align with state and CDC guidance. Updates will be shared to the Town website through the News section and the COVID web page available at www.glastonburyct.gov/covid19.

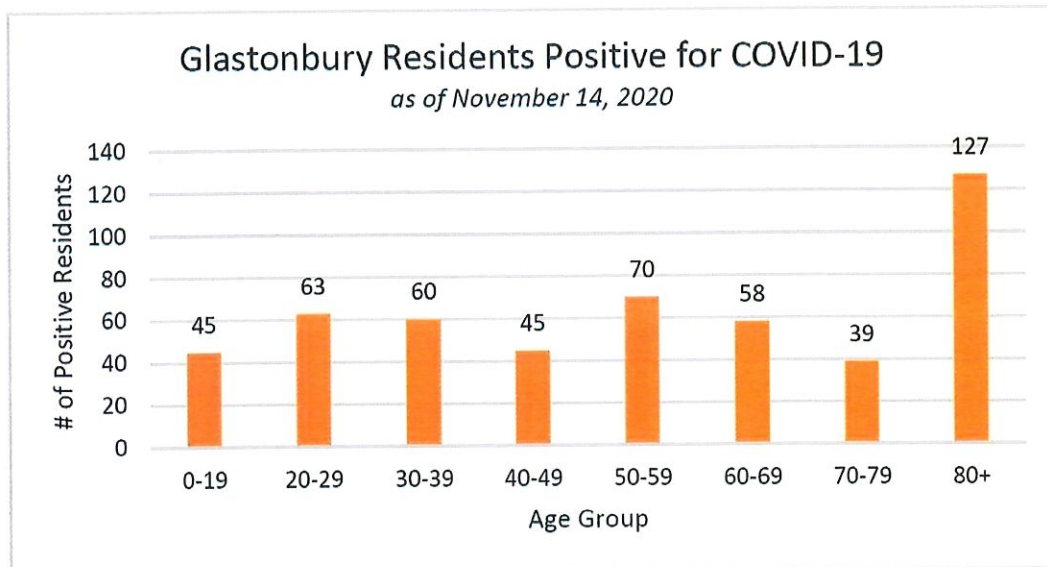
Town Map

Average Daily Rate of COVID-19 Cases Among Persons Living in Community Settings per 100,000 Population By Town



This map shows the average daily rate of new cases of COVID-19 by town during the past two weeks. Only cases among persons living in community settings are included in this map; the map does not include cases among people who reside in nursing home, assisted living, or correctional facilities.
Source: CTDPH - Get the data - Created with Datawrapper

The number of Glastonbury cases by age group is shown in the chart below.



- [View the Connecticut COVID-19 website, including resources & data points](#)

- [Latest COVID-19 Data on Nursing Homes and Assisted Living Facilities](#)

** 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 continues to modify how certain disease-positive lab results are considered, changing some previous counts. Probable cases of COVID-19 involve persons who have not had confirmatory laboratory testing (RT-PCR) performed for COVID-19, but whose symptoms indicate they are likely to have a COVID-19 infection. In Connecticut, most of the probable COVID-19 cases involve persons whose death certificates list COVID-19 disease or SARS-CoV-2 as a cause of death or a significant condition contributing to death. Prior to June 1, probable and confirmed cases were reported together.*

COVID-19 and the Holiday Season

Thanksgiving – On Thursday, 11/19, the CDC updated its Thanksgiving guidance for the pandemic, which can be referenced through the following links:

- [Review updated CDC Guidance for Travel and Celebrating Thanksgiving](#)
- [View updated CDC guidance for Celebrating/Gathering for Thanksgiving](#)

In addition to wearing masks, social distancing, and taking preventative measures when indoors, please observe the same guidelines when outdoors and avoid sports and other activities that involve sharing a ball or other items and surfaces. Sports and gatherings are commonly linked with the spread of the virus and avoiding these activities can help limit the risk for further spread.

Holiday Programs - Town staff have developed some fun and creative ways to celebrate the holiday season while socially distancing and minimizing further spread in the Glastonbury community. Program details are available on the Town website at www.glastonburyct.gov/holidays.

Sincerely,

Richard J. Johnson
Town Manager

P.S. Due to the Thanksgiving holiday, the next weekly update will be issued on **Tuesday, 11/24**, and will only include Glastonbury COVID data. An update to the weekly alert system will NOT be included, as that data is updated every Thursday at 4pm (Thanksgiving Day). This information can be viewed any time on the state website [visiting this web page](#) but will be incorporated again beginning the week of 11/30.

AA
Thank you for
all you do...

October 6, 2020

Ms. Theresa Buckson, Outreach Social Worker

Glastonbury Senior Services

Riverfront Community Center

300 Wells Street

Glastonbury, Conn. 06033

Dear Theresa, Social Workers, Staff and Volunteers;

On behalf of my husband and myself, I would like to extend my deep appreciation to all of you for your support. We are both in our 70's and are sick. We have been struggling since the 2008 recession as well.

Being able to call the pantry for food once a month has been wonderful. It gives us a lift every time we go to the center. Also, the Volunteers have been great in helping with everything as well as making the masks for all and helping with the various activities of the center. The Social Workers are always there for guidance when needed. The Staff is marvelous when we visit.

Everyone's kindness, love, and gentle appeal is so heartwarming. Please keep up the good work. We need all of you. We are truly blessed with remarkable people such as yourselves.

Kindest regard.

To: Sanitation Department
Refuse Disposal Division
October 13, 2020

I recently renewed my disposal permit for the coming year. It was issued by TONY B. at the Transfer Station. He met me with a mask and smiling eyes and talked me through the process. While I wrote out the check he removed the old permit and attached the new one, and when I handed him payment he gave me my receipt, JUST LIKE THAT!

Please hand out thank yous to the person who ordered the soft wear, to those who checked it out to make sure it would work, and to Tony B. who officiated. It was all so efficient.

The members of your department are certainly committed to the task, insuring success. Again, THANK YOU, for a job well done.

Sincerely,

Sent: Tuesday, October 20, 2020 2:34 PM
To: jason albert <jason.albert@glastonbury-ct.gov>
Subject: TGreen RE: Thank you

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Jason,

Thank you again for your help and quick response following my call last week. Please also extend my thanks and kudos to the Highway Dept. crew for removing the tree stump on Knob Hill Rd. that was left over from the August hurricane on the town's right of way next to the storm drain just up the hill from #11. This was both a hazard and an eyesore. My wife, I and our neighbors greatly appreciated the HW crews effort, especially where this looked to be a very tough job. Also nice to see that they filled in the hole and landscaped the area; I've included before and after photos. Thanks again to the HW Dept.

Best regards,

Sent: Monday, November 16, 2020 10:40 AM
To: Gregory Foran <gregory.foran@glastonbury-ct.gov>
Subject: Tree removal

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

For the second time we have had a tree fall very near our property. The town crew has again removed the debris and large portions of a tree here on Williams St. W. Please express our appreciation for the hard work completed to remove these trees to your staff.

Remembering these services makes it easier to understand the need for property taxes and the good use those funds are used to accomplish.

Thank you.



Great Work!

To the Editor:

I would like to recognize and thank the women and men of the Glastonbury Department of Parks & Recreation for their superb maintenance of our town parks, in particular JB Williams and Addison Bog and Woodlands.

This summer's destructive storms downed trees in both parks, blocking the trails that my dog Piper and I traverse daily. Following each storm, the Parks & Rec team have cleared the paths of fallen trees within a day or two. Addison in particular is extraordinarily well maintained; in addition to clearing trees, trails actually appear to be raked of leaves and debris.

Glastonbury has been a wonderful town in which to live and raise our daughters. Our thanks are not limited to Parks & Rec, but their quiet work deserved special mention.

Clerk Praised

To the Editor:

This is a shout-out to Marina Pandolfi, Records Clerk at the Town Clerk Office. I was helping my out-of-town son deal with an issue related to securing an absentee ballot, and she delivered exemplary customer service while demonstrating an acute sense of detail—the kind of detail one would hope that someone in her position would maintain during voting season. Truly, we should all be proud to have people like Marina overseeing such an important task.



COVID-19 UPDATE

Due to the COVID-19 pandemic, Glastonbury Town Hall is currently open BY APPOINTMENT ONLY for select services. Most Town services continue uninterrupted with modified processes - e.g. remote, by mail, by drop-box - and Town staff are available by phone or email during standard operating hours to assist community members as needed. The Town has a dedicated page on its website where timely updates and changes to Town service delivery processes and programming are posted regularly and in real-time. Please visit www.glastonburyct.gov/covid19 to view the most up-to-date information, or follow the Town on Facebook at www.facebook.com/glastonburyconnecticut. Please note, this publication went to print on November 20, 2020 and the information contained herein is subject to change based on any pandemic-related developments that may arise between production and date of receipt.

Tax Payment Options

Due to the COVID-19 pandemic, Glastonbury Town Hall is currently open by appointment only for select services, and a reopen date is yet to be determined. During this time, in-person tax payments are NOT accepted in the Revenue Collection Office. Taxpayers should plan to submit tax payments through one of the secure and convenient methods below, in the event that conditions do not support reopening Town facilities by February 1, 2021, which is the last day to pay without interest.

- **Online:** Visit www.glastonburyct.gov/taxpmt to pay your bill, view your balance, and more. The service fees are as follows:
 - ACH payments (electronic checks) = \$0.95 fee
 - Debit/Credit Card = 2.95% of total bill
- **People's United Bank Branches - Current** tax bills can be paid in January at People's United Bank branches. Bring the original tax bill without a "Back Tax" message on it along with your cash or check payment to the bank teller of any People's United Bank branch nationwide, inclusive of the 2 branches within the Glastonbury Stop & Shop stores. A receipt will be provided and your payment will be posted to your account in the Revenue Collection office the next business day. Please note, no partial pays will be accepted at the bank. You do NOT need to be a People's United Bank customer for this option.
- **Drop Boxes:** Residents may deposit check payments only (cash NOT accepted) using one of the two Drop Boxes located outside of Town Hall. The first is located on the left-hand side of the Town Hall driveway, situated past the flagpoles, and the second is located on the exterior wall of the Town Hall building, to the right of the main entrance. Payments are collected Monday through Friday for processing.
- **By Mail:** All tax payments should be mailed to the following address:
 - Town of Glastonbury
 - Revenue Collector
 - PO Box 376
 - Glastonbury, CT 06033-0376.

DO NOT mail payments to the previous (Stamford) address. This will result in the mail being returned to you and may result in late fees/interest charges.

Motor Vehicle Adjustments

If you have a bill for a motor vehicle you no longer own, the Assessor can adjust it with the proper documentation. To review required proof, visit the Property Assessment webpage at www.glastonburyct.gov/motorvehicle. Documentation may be submitted via email at assessor@glastonbury-ct.gov or by mail to:

Assessor's Office
PO Box 6523
Glastonbury, CT 06033

If you have any questions regarding tax bills, please contact the Glastonbury Revenue Collection office at **(860) 652-7614**.

New and Improved Town Website Now Available!

The Town launched its new website this past November, designed with an emphasis on improved accessibility and navigation, modern features, and enhanced search capabilities. Popular menus such as "I Want To" and "Departments" are still available on the homepage, but the content is better organized to help citizens find the information they need quickly and easily. The homepage also features the News, Events, and Spotlight sections, as well as new features such as the "Service Finder" and "top search" suggestions. Interior pages use new formatting widgets and "image buttons" to help users quickly navigate to popular content as supported by Google Analytics. All of these features are also available on the mobile version of the site, which has undergone a significant update to accommodate the growing population of users who access the site from an iPhone, iPad, or similar device (as compared to those accessing it from a desktop computer). In addition to improved navigation and search functionality, one of the primary objectives for this project was to improve the site's accessibility. Glastonbury's website partner Granicus worked with Town staff to ensure the new site incorporates and complies with standards set forth by the Website Content Accessibility Guidelines (WCAG), a set of industry standards that helps make content more accessible to all. Town staff believe the new site will be much easier to navigate, whether it is accessed by desktop or mobile device, and will be more conducive to the diverse information and communication needs of the Glastonbury community. Check out the new website, available through the simplified, hyphen-less domain, at www.glastonburyct.gov. The site is a continual work in progress and Town staff are open to the public's ongoing feedback. To forward your comments or suggestions, please contact Kathryn Paquette at marketing@glastonbury-ct.gov.

Holiday Letters to Santa

Glastonbury children are invited to write a letter with their holiday wishes to Santa, the Reindeer, the Mensch on the Bench, Frosty the Snowman, or any holiday figure they choose! Beginning on December 1, letters can be dropped off in the holiday box at the Parks & Recreation entrance of Academy or the main entrance of the RCC, or sent by mail to the Glastonbury Parks & Recreation department at PO Box 6523. Children will receive a letter back through the U.S. Postal Service! Additional details can be found on the new Holiday Programs web page at www.glastonburyct.gov/holidays.

Storm Reference Guide for Residents

During significant storm events such as Storm Isaias of August 2020, the Town provides a number of services for Glastonbury community members. These services include, but are not limited to, potable water, shower facilities, and shelters as applicable. The Town has updated its Storm Reference Guide, which is now available on the Town website at www.glastonburyct.gov/storm. Residents are strongly encouraged to download, print, and save this guide for reference in the event of an extended power outage or significant storm event. In addition to this resource, the Town will publish real-time updates to the dedicated storm web page as applicable during future storm events. With the winter season now upon us, community members are encouraged to discuss their emergency preparedness plan with their household members, and to prepare and store a 3 day supply of food, water, and medications for every person and animal in their home. We hope you find these resources helpful, as well as those online at www.glastonburyct.gov/storm.

Support Town Programs

The Town has many opportunities for residents and local businesses to support community initiatives. Please consider contributing to the programs below. All check donations should be made payable to the 'Town of Glastonbury' and may be dropped in the secure Tax Drop Box located on the exterior wall of Town Hall, or mailed to the Revenue Collection Office. (If using the drop box, please place the check in an envelope that is clearly labeled with the program name.) Thank you for your support and generosity!

Glastonbury Gives - During this challenging time, Glastonbury Social Services is seeking community support to help meet the increased need for the Food Bank and other assistance programs. Monetary donations to the Glastonbury Gives program are welcome and appreciated and support the Food & Fuel banks based on real-time community needs. Contributions can be made online through the Town's PayPal account at www.glastonburyct.gov/glastonburygives or by check with "Glastonbury Gives" in the memo line.

Cotton Hollow Mill - Over the next few years, the Historical Society and the Town will be working collaboratively to restore the Cotton Hollow Mill site. To contribute to the restoration efforts at this longstanding, historic site, please make checks payable to the Town and note "Cotton Hollow Mill" in the check memo line.

Land Acquisition & Preservation / Open Space Fund* - Since 1988, the Reserve for Land Acquisition and Preservation Ordinance has enabled the Town's purchase of 50± parcels totaling ~2,200+ acres of land in Glastonbury. State and federal grants, non-profit funding programs, and private donations from residents and businesses have supplemented these sources for a number of Town land acquisitions. To contribute to this fund, please note "Land Acquisition and Preservation" or "Open Space Fund" in the check memo line.

**This fund will not support Cotton Hollow Mill restoration efforts.*

Recycling Helps to Save Tax Dollars!

As of July 1, 2020, the Town of Glastonbury pays \$91/ton in disposal tip fees for trash deposited at the Transfer Station. To help reduce trash volume and associated fees, please:

- **Recycle ALL acceptable items:** Connecticut has a universal list of what materials can and cannot be recycled. This list and a helpful search wizard are available online at www.recyclect.com.
- **Participate in the Food Waste Program:** Since July 2018, Glastonbury's food waste collection program has diverted 12 tons of waste from its trash, and converted the material to clean renewable energy and a marketable soil product. Please consider participating in this program and learn more at www.glastonburyct.gov/recycle.
- **Respect Trash/Recycling Receptacles** - Receptacle containers located at Town facilities should NOT be used to discard large volumes of materials. These are provided for public convenience to deposit trash/recyclables only when using Town facilities. Misuse results in overflowing containers and associated Town expenses. Resident cooperation is appreciated.
- **Recycle Paint and Stain Products:** CT PaintCare Recycling Program offers a convenient option for residents to recycle paint and stain products. Residents may drop these items off at Katz Hardware at 2687 Main St. or Sherwin Williams Paint Store, 2945 Main St. at no cost. (No need to wait for household hazardous waste collection events.) For more information, visit www.paintcare.org.

Post-Election Update

Glastonbury residents turned out in record numbers for the 2020 State and Federal Election, both at the polls and through the expanded absentee ballot process. Due to the pandemic, this unique election year required many procedural changes and modifications to polling locations and absentee ballot processes and the Registrars of Voters (ROV) attributes the successful outcome to the good work and collaborative efforts of Town and Board of Education staff, and poll workers. To view Glastonbury election results, please visit www.glastonburyct.gov/vote and click on "Current Election News".

Stay Up-to-Date on All Things Glastonbury with Facebook & eNotify!

Connected to the Town website, Glastonbury uses an email notification system called eNotify to help keep community members informed of Town projects, announcements, resources, events, and more. To subscribe, visit www.glastonburyct.gov/enotify and enter your name and email address. You can then choose from several categories of interest under the News, Calendar, and other headings. Town staff recommend that all residents subscribe to the "Road Work/Construction", "Storm Updates", "Tax and Sewer Bill Notices", "Public Safety", and "What's Happening in Glastonbury" categories. You can update your preferences at any time to add or remove categories. Please also follow the Town on Facebook for real-time updates on events, programs, and activities. Follow the Town's general page at www.facebook.com/glastonburyconnecticut.

Tell Us What You Think!

Glastonbury is continuously seeking opportunities to improve its service delivery and communication methods for community members. If you have a suggestion as to how we can improve such efforts, please contact Kathryn Paquette at (860) 652-7518 or marketing@glastonbury-ct.gov.



INSTR # 2020008383
DATE FILED 11/17/2020 02:28:07 PM
MICHELLE KRANFITZ
TOWN CLERK
GLASTONBURY CT

**GLASTONBURY TOWN COUNCIL
REGULAR MEETING MINUTES
TUESDAY, NOVEMBER 10, 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 video 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
Ms. Mary LaChance
Ms. Deborah A. Carroll
Mr. Jacob McChesney
Mr. Kurt P. Cavanaugh
Ms. Lillian Tanski
Mr. Whit C. Osgood
Dr. Stewart Beckett III {excused}

a. Pledge of Allegiance *Led by Ms. Tanski*

2. Public Comment.

Ms. Carroll read the written comments received, as listed on the Town website:

Jeffrey Wihbey of 1125 Chestnut Hill Road, urged the Council to triple the CIP budget for the sidewalk project, in order to increase safety and make Glastonbury a more walkable city.

Susan Karp of 32 Rampart Drive, thanked all those involved in providing an excellent voting experience for Town residents.

CJ Mozzochi of 227 Hebron Avenue, asked that the Council remove Marshall Porter as Chief of Police, due to his failure to publicly denounce the police photograph supporting a political candidate and the police department's failure to research citizen complaints made against the department.

Mr. Niland opened the floor for comments from attendees.

John Hammer of 136 Hopewell Road, thanked the Council for consideration of the concept plan for the Cotton Hollow preserve and for the pleasant voting experience this election season.

3. Special Reports. None

4. **Old Business.** *None*
5. **New Business.**
 - a. **Action on proposed funding for purchase of Fire Department – Self-Contained Breathing Apparatus (refer to Board of Finance; set public hearing).**

Motion by: Ms. Carroll

Seconded by: Mr. Osgood

BE IT RESOLVED, that the Glastonbury Town Council hereby refers to the Board of Finance the request for a \$400,000 appropriation and transfer for purchase of self-contained breathing apparatus and schedules a public hearing for 8:00 p.m. on Tuesday, December 1, 2020 through Zoom Video Conferencing, as described in a report by the Town Manager dated November 6, 2020.

Disc: Mr. Johnson explained that this equipment needs to be replaced for the volunteer firefighters in town. Since the project will not receive federal grant funding, the balance would be proposed as part of the July 1, 2021 capital program. Fire Chief Michael Thurz advised of the potential to achieve cost savings at an estimated \$80,000. The vendor is making this offer, provided that the town can place the order by the end of the year. Mr. Johnson noted that tonight's funding proposal will be almost identical to that of the air conditioning project.

Mr. Osgood asked about the length of the reimbursement process. Mr. Johnson explained that it could be either a one- or two-year process. Mr. Cavanaugh noted that this is the second time that Chief Thurz came in with an opportunity to save the town money. He then asked Chief Thurz if they were replacing the 120 canisters with an equal number of harnesses. Chief Thurz explained that they are replacing 75 air packs, which each come with two cylinders, for a total of 150 cylinders.

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

b. Status report and discussion on proposed Stallion Ridge Subdivision (Tabled from January 14, 2020 meeting).

Mr. Johnson explained that, back in January, the concept was an open space subdivision with about 15 acres to be donated to the town. This decision falls under the purview of the Town Plan and Zoning Commission, but when there are significant costs that might accrue to the town, the Council typically will present its thoughts to the commission. At the time, there was a concern about the sidewalks accruing significant costs to the town, which has been addressed. There was also a discussion about whether or not this open space provides a public benefit. For that reason, the matter was tabled, and the subdivision was not pursued because of the pandemic. It is back before the TPZ now, and the applicant has amended the application to provide for 15 acres as part of private conservation easements, which will be regulated by a homeowner's association.

Mr. Gullotta recalled this being originally two parcels of land. Mr. Johnson explained that there is one parcel that is surrounded by the proposed homes and a separate parcel that is generally

consistent with the original proposal but does not allow for public access to the adjacent town-owned land. Mr. McChesney asked for clarification on the second parcel. Mr. Johnson explained that it is currently not proposed with an access easement. Mr. McChesney stated that he is in favor of having an access easement on that parcel to the town-owned land that joins it. Mr. Gullotta and Ms. Carroll concurred. Mr. Osgood asked the TPZ to assure that there is public access through town-owned lands to existing town-owned parcels on Bell Street. Ms. Cavanaugh is concerned about the potential of traffic in the summer and suggested restricting parking as an option. Ms. LaChance likes the idea of having access to the property they purchased from MDC. Mr. Cavanaugh would rather have access from the cul de sac than Bell Street because there is a sharp turn there. Ms. Tanski agreed with Mr. Cavanaugh's suggestion that it makes the most sense to come in off the cul de sac.

Attorney Peter Alter explained that there will be a gravel road which the Town can use to access the detention basins. Mr. Osgood's desire to provide access to the MDC land could be accomplished within the same easements that are already going to be granted to the town for stormwater drainage. The open space to the right of the property is significantly impacted by wetlands, so it would be difficult to create a pathway coming off of Bell Street. The open space on the north of the new roadway has some issues that the CC/IWWA commission has asked them to address. These conservation easements will run with individual lots, but they will be under the control of the homeowner's association.

Ms. LaChance asked what the tax implications are for having a conservation easement to the homeowners. Mr. Alter stated that because each homeowner will own a full building lot that is not subject to the conservation easement, it will not be an overly significant tax deduction. Mr. Cavanaugh likes the access off the cul de sac, which would be controlled by the homeowner's association with access for the public. Mr. Gullotta stated that there is an invasive species on the land which needs to be cleared up over several years. He asked if the homeowner's association will post a bond or is the town trusting their goodwill to accomplish this. Mr. Alter clarified that it is the developer's responsibility, not the homeowners. It takes several years to resolve phragmites because they are a very durable invasive plant. Ms. LaChance asked that it be made clear with signage that people can go down the shared driveway.

Mr. Gullotta suggested they insist that the town does not own the property but has an easement with public access through that property to the MDC land. There was a consensus by the Council.

c. Action on continued public hearing concerning proposed amendment to Building Zone Regulations – Building Heights.

Mr. Johnson explained the history behind this proposed amendment, which is to increase some of the building heights in town. He stated that the Council can either let the public hearing lapse and schedule it for more normal conditions or set the public hearing on November 24 or December 1 and act accordingly.

Mr. Gullotta stated that he sees no reason in delaying this any further, and if Mr. Fauci's predictions are correct, COVID-19 will be around through 2021. Ms. LaChance agreed. Mr. Osgood stated that the reason for the postponement was so that members of the public could attend a hearing in person. He believes that they should let the public hearing lapse. Ms. Tanski

agreed, stating that they should listen to the feedback received from numerous residents, which calls for a full, traditional public hearing on this matter when they have the chance. Ms. Carroll agreed with Ms. LaChance, adding that a full, in-person public hearing will not happen anytime soon. If there is an appetite for continuing the public hearing, they should do so in this format. Mr. Cavanaugh agreed with Mr. Osgood and Ms. Tanski because he hates these virtual meetings. However, if they are to continue meeting virtually, he asked if Mr. Johnson can develop some schematics so that they can see what the actual proposed building heights will look like. Mr. Johnson agreed to provide that with some comparisons. Mr. Niland stated that if the budget process can be conducted via Zoom, then they should be able to do this virtually, as well. Mr. McChesney agreed and is in favor of convening the public hearing on December 1.

Ms. Tanski does not believe that it is irresponsible to wait on this proposal, which is about planning for Glastonbury's future. Waiting for full public input is important; however, she understands that these are unprecedented times. Ms. LaChance countered that the public can and does have full input through submitting comments. She stated that Mr. Osgood's characterization that this is just going from 2.5 to 3 stories in one section of town is not true. This is also lifting restrictions on other areas of town to allow any type of business to go up to 4 stories. Ms. Carroll reiterated Ms. LaChance's statements. She finds Mr. Osgood's excuse to vote this down to be problematic. Mr. Osgood disagreed with Ms. LaChance's comments about the 4 stories, stating that the proposal is to allow the current 4 stories, but for any use, as opposed to limiting it to just office use.

Motion by: Ms. Carroll

Seconded by: Mr. Osgood

BE IT RESOLVED, that the Glastonbury Town Council hereby continues the public hearing on proposed amendments to the Building Zone Regulations – Building Heights:

Text Amendments: Sections of the Building-Zone Regulations regarding building heights: 4.1.9, 4.2.9, 4.3.9, 4.4.9, 4.5.9, 4.6.10, 4.7.10, 4.8.10, 4.13.6e, 4.14.10, 4.15.10, 4.16.3b-3, 4.16.4.c, 4.17.2 (d) and 4.18.4e. These amendments also include addition of a new section, 4.19 - Planned Business and Development Overlay Zone:

- 1) Establish 14.25 feet per floor throughout all zones;
- 2) Increase permitted floors from 2.5 to 3 floors in Planned Travel Zone;
- 3) Increase the permitted number of floors from 2.5 stories to 4 stories for all permitted uses in the Planned Employment and Planned Commerce zones;
- 4) Establish Overlay Zone in the Planned Business and Development Zone (North Main Street area) and increase the number of permitted floors in the PBD Overlay Zone from 2.5 to 3;

Zoning Map: Amend Zoning Map to establish a Planned Business Development Overlay Zone to include the following Main Street properties: 3039, 3040, 3041, 3025, Lot W-2, 3017, 3011, 2997, 3000, 2963, Lot W-10A, 2955, 2941, 2915, Lot W-14, 2952, 2944, 2928, 2934, 2900, 2875, 2865, 2855, 2851, 2847, 2839, 2833-2837, 2831 and 2838-2868;

to 8:00 p.m. on Tuesday, December 1, 2020 through Zoom Video Conferencing, as described in a report by the Town Manager dated November 6, 2020.

Result: Motion passed {7-1-0}, with Ms. Tanski voting against.

d. Action to establish the Regular Council Meeting Schedule – calendar year 2021 through January 2022.

Motion by: Ms. Carroll

Seconded by: Mr. Osgood

BE IT RESOLVED, that the Glastonbury Town Council hereby adopts the Schedule of Regular Council Meetings dated November 10, 2020 for calendar year 2021 and January 2022.

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

e. Action on Pension Plan Amendment No.19 – Board of Education.

Motion by: Ms. Carroll

Seconded by: Mr. Osgood

BE IT RESOLVED, that the Glastonbury Town Council hereby approves Amendment No. 19 to the Town Pension Plan for Division 003, as described in a report by the Town Manager dated November 6, 2020.

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

f. Action to cancel Regular Council Meeting of Tuesday, November 24, 2020.

Motion by: Ms. Carroll

Seconded by: Mr. Osgood

BE IT RESOLVED, that the Glastonbury Town Council hereby cancels the Regular Council Meeting of Tuesday, November 24, 2020, as described in a report by the Town Manager dated November 6, 2020.

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

6. Consent Calendar. None

7. Town Manager's Report.

Mr. Johnson stated that they have received a \$128,205 state grant through the STEAP Program, which will be allocated to their tree program within the Capital Improvement Program. The special holiday newsletter has listed a number of virtual programs that will be held by various town departments. He provided the Council with written feedback on the concept plan that Mr. Hammer spoke about during the public comment session earlier this evening. The most straightforward way to take care of the issues is to update their operating rules and regulations. The high school locker room and restroom project is scheduled to go out to bid. Glastonbury was one of 21 local health departments and districts to receive funding over three years. Over that period, they will receive about \$135,000 to provide additional public education on the pandemic, contact tracing, and a variety of support activities.

Mr. Johnson noted that they had discussed an opportunity with UConn to assist them with testing wastewater and analyzing the data for a cost of \$600 a month versus the \$5,000 a month that was discussed two meetings ago. Ms. Tanski cautioned that people should not wait for this scientific data to exercise caution against the virus. Mr. McChesney stated that this is a worthwhile thing to support. Mr. Cavanaugh reiterated Ms. Tanski's comments. Mr. Osgood asked the Town Manager to keep the Council up to date on the data. There was Council consensus for COVID-19 testing of the wastewater.

Mr. Johnson noted that they are rolling out a new town website. He also gave the Council an outline of the budget meeting dates, which he can review again at the next Council meeting. Ms. LaChance thanked all those who helped make this election season run smoothly. She also stated that the website looks great. Mr. Osgood also thanked Mr. Johnson for the sidewalk matrix, which he requested be put on the agenda for discussion at following meetings. He then asked about the sidewalk project that is yet to come, where the steep banks are. Mr. Johnson explained that that section is not yet fully funded, so it was pushed off to a third phase.

Mr. Osgood noted that the bike path from Western Boulevard to House Street came out very well. He asked if there were any plans for an opening ceremony. Mr. Johnson stated that it will likely be in the morning on a weekday sometime this fall. Mr. McChesney appreciated the inclusion of upcoming activities in town. He also noted that Small Business Saturday is coming up. He asked if the town is working with businesses in town to coordinate some way of celebrating that day. Mr. Johnson stated that he will provide that information in a day or two.

8. Committee Reports.
a. Chairman's Report.

Mr. Gullotta pleaded that, with Thanksgiving coming up, people should be really cautious about COVID-19.

b. MDC. *None*

c. CRCOG. *None*

d. Racial justice and equity commission.

Ms. Tanski stated that, on Monday, they will launch the commission. The initial areas of inquiry will be policing, education, recreation, and affordable housing. At the first meeting, they will also discuss other areas of exploration. She thanked her fellow councilmembers for their support in what will be an asset to their community and town.

9. Communications. *None*

10. Minutes.
a. Minutes of October 27, 2020 Regular Meeting.

Motion by: Ms. Carroll

Seconded by: Mr. Osgood

Result: Minutes were accepted as amended by the Town Manager {8-0-0}.

11. Appointments and Resignations.

- a. Resignation of Janeen Dolan from the Commission on Aging (D-2023).
- b. Resignation of Nancy Goodwin from the Commission on Aging (D-2021).
- c. Resignation of Rosemary Hokanson from the Commission on Aging (R-2021).

Motion by: Ms. Carroll

Seconded by: Mr. Cavanaugh

Result: The resignations were unanimously accepted with regret {8-0-0}.

12. Executive Session.

- a. Draft terms and conditions – sale of Town-owned land at 210 Griswold Street.
- b. Draft terms and conditions for lease of Town-owned land – Oakwood Drive
- c. Potential land acquisition.

Motion by: Ms. Carroll

Seconded by: Mr. Osgood

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

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

Present for the Executive Session item were council members, Mr. Tom Gullotta, Chairman, Mr. Lawrence Niland, Vice Chairman, 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, which ended at 9:10 P.M.

Meeting adjourned at 9:11 P.M.

Respectfully submitted,

Lilly Torosyan

Lilly Torosyan
Recording Clerk

Thomas Gullotta
Chairman