

**GLASTONBURY TOWN COUNCIL AGENDA
TUESDAY, MAY 25, 2021 – REGULAR MEETING
7:00 P.M. – COUNCIL CHAMBERS, TOWN HALL
2155 MAIN STREET, GLASTONBURY
WITH OPTION FOR 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 TO CONSIDER FUNDING TO SUPPORT PURCHASE OF THE LOMBARDO FARM BY THE MANCHESTER LAND CONSERVATION TRUST - \$34,000.

1. Roll Call.
 - (a) Pledge of Allegiance.
2. Public Comment.
3. Special Reports.
4. Old Business.
 - (a) Discussion and possible action concerning new sidewalk construction. (Tabled from May 11, 2021 meeting).
5. New Business.
 - (a) Review of meeting protocols (follow up to May 11, 2021 discussion).
 - (b) Discussion and possible action concerning Main Street sidewalks – Phase III – Cider Mill to Red Hill Drive.
 - (c) Action on Town Attorney and Alternate Town Attorney – extend term of appointment.
 - (d) Action on residential lease renewal of town-owned property at 35 Bell Street (lease expires June 21, 2021).
6. Consent Calendar.
 - (a) Action to transfer uncollected taxes to Suspense List - \$170,877.73.
 - (b) Action on proposal for the 2021 Neighborhood Assistance Act Program (set public hearing).
7. Town Manager's Report.
8. Committee Reports.
 - (a) Chairman's Report.
 - (b) MDC.
 - (c) CRCOG.
 - (d) Rules of Procedure Subcommittee.
 - Action on amendments to Council Rules of Procedure.
9. Communications.
10. Minutes.
 - (a) Minutes of May 11, 2021 Regular Meeting.
11. Appointments and Resignations.
 - (a) Resignation of Gilbert Spencer from the Fire Commission (R-2021).
12. Executive Session.

THE REGULAR TOWN COUNCIL MEETING OF TUESDAY, MAY 25, 2021 WILL BE CONDUCTED IN PERSON IN THE COUNCIL CHAMBERS OF TOWN HALL AT 2155 MAIN STREET, GLASTONBURY WITH AN OPTION FOR ATTENDANCE 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://zoom.us/j/92954665692?pwd=NFhvZW43MjlZQmxsd0kzajJuMjc2QT09>

Join by Phone: +1 646 558 8656

Webinar ID: 929 5466 5692

Password: 022650

- **Public Comment** may be submitted at the following link no later than 2:00 p.m. the day before the meeting: www.glastonburyct.gov/TCpubliccomment
- **Public Hearing Comment** may be submitted at the following link no later than 2:00 p.m. the day before the meeting: www.glastonburyct.gov/testimony
- There is also the opportunity to give live Public Comment and/or Public Hearing Comment by attending the meeting in person or through Zoom Video Conference.
- 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: www.glastonburyct.gov/video



Town of Glastonbury

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

**PUBLIC HEARING NO. 1
05-25-21 Meeting**

Richard J. Johnson
Town Manager

May 21, 2021

The Glastonbury Town Council
2155 Main Street
Glastonbury, CT 06033

Re: Land Acquisition – Lombardo Farm – Manchester Land Conservation Trust

Dear Council Members:

The Manchester Land Conservation Trust is working to purchase and preserve the 102-acre Lombardo Farm located off Hillstown and Bush Hill Roads as outlined on the attached page (red). Approximately 2 acres (cross hatched red) of the Farm extends into Glastonbury. The Trust is asking Glastonbury to contribute the per acre purchase price for these 2 acres, which totals \$34,000±. Funding is proposed per the Capital Project Account for Land Acquisition. The available balance totals \$83,000±. The area outlined in green was purchased by the Trust in 2016 (Bush Hill Preserve) and partially extends to Glastonbury (5± acres).

As now proposed, the Trust will own the Lombardo acreage located in Glastonbury as with the Bush Hill Preserve. Should the Town contribute as noted above, the Trust will grant a permanent conservation easement on the Lombardo Farm and Bush Hill Preserve as extending into Glastonbury.

By action at meetings on Tuesday, May 18th and Wednesday, May 19th, the Town Plan and Zoning Commission and Board of Finance approved favorable recommendations.

This matter is scheduled for Council public hearing and action on Tuesday evening.

"BE IT RESOLVED, that the Glastonbury Town Council hereby approves a \$34,000 appropriation and transfer from Capital Projects – Land Acquisition to support purchase by the Manchester Land Conservation Trust of the 102-acre Lombardo Farm located in Manchester and Glastonbury, as described in a report by the Town Manager dated May 21, 2021 and as recommended by the Town Plan and Zoning Commission and Board of Finance.

BE IT FURTHER RESOLVED, Council approval is subject to the Manchester Land Conservation Trust granting a permanent conservation easement to Glastonbury over the Lombardo Farm and Bush Hill Preserve Open Space located in Glastonbury."

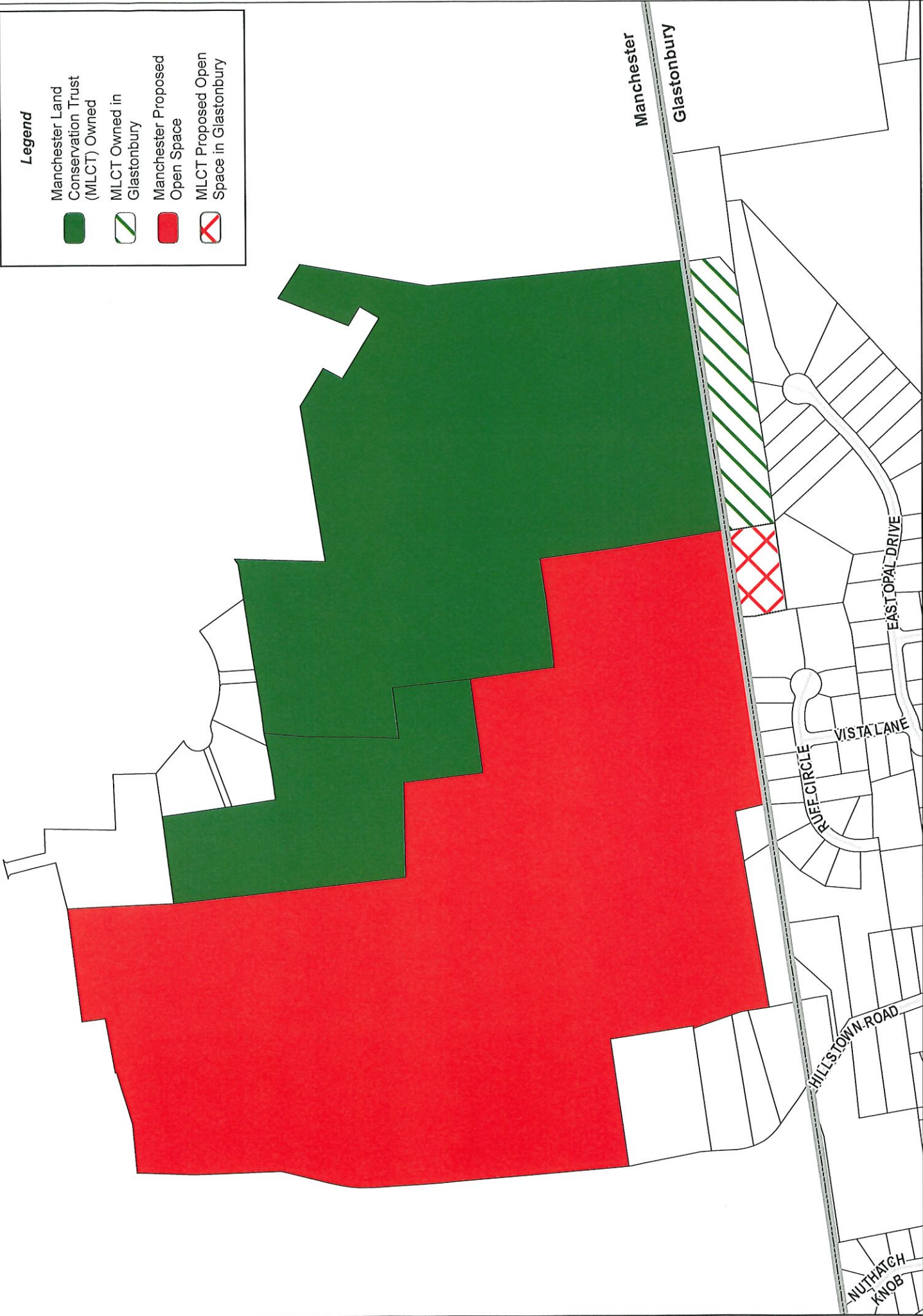
Sincerely,

Richard J. Johnson
Town Manager

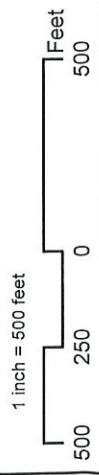
RJJ/sal
Attachment

Legend

- Manchester Land Conservation Trust (MLCT) Owned
- MLCT Owned in Glastonbury
- Manchester Proposed Open Space
- MLCT Proposed Open Space in Glastonbury



Manchester Open Space



Manchester
Glastonbury

HILL'S TOWN ROAD
RUFFE CIRCLE
VISTA LANE
EASTOPAL DRIVE

NUTHATCH
KNOB



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 #4(A)
05-25-2021 Meeting

May 21, 2021

The Glastonbury Town Council
2155 Main Street
Glastonbury, CT 06033

Re: New Sidewalk Construction

Dear Council Members:

As discussed at the May 11, 2021 meeting, this topic involves proposed new sidewalk projects to be constructed over the 2021 season. By action in October, Council voted to support the design phase for new sidewalks along Spring Street and Bantle Road. The design for Spring Street is in final stages and before beginning work on Bantle Road, I wanted to confirm the work plan for 2021. The capital budget allocates \$300,000 for new sidewalk construction effective July 1st to combine with the \$195,000 now available. The cost estimate for Spring Street is \$160,000 (based on design) and Bantle Road also \$160,000 (preliminary estimate). Examples of other potential projects include:

- House Street – Connections for multi-use path – \$41,000
- Route 17 – Overlook to Route 17/Main/Buttonball – \$87,000
- Ripley Road – \$165,000*
- Douglas Road – \$185,000*
- Clinton/Linden – \$300,000**
- Pratt Street – \$300,000**
- Manchester Road/Sachem to Hebron Avenue – \$270,000**

Note: Estimate for Douglas Road updated

* 2021

**2022

When discussing this topic on the 11th, the matter was tabled pending further review of options for the Main Street sidewalk project between the Cider Mill and Red Hill Drive. Basically, to determine estimated funding for the Main Street project as compared to the available budget (\$750,000) and appropriation for potential new sidewalk construction (\$495,000). The Main Street project is scheduled for discussion on Tuesday evening per Agenda Item 5(b) including updated options and estimated costs.

Action on new sidewalk construction can be considered in relation to the Main Street project.

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(A)
05-25-2021 Meeting

May 21, 2021

The Glastonbury Town Council
2155 Main Street
Glastonbury, CT 06033

Re: Meeting Protocols

Dear Council Members:

At the May 11th meeting, Council reviewed protocols for resuming in person meetings. A copy of the items reviewed on the 11th is attached. As a first item of discussion on Tuesday evening, the suggestion is to review these protocols given guidance issued since this topic was last discussed. For example, the requirement to wear masks when indoors and vaccinated or not vaccinated.

As background, most recent guidelines are attached. This topic is scheduled for the beginning of the meeting so that adjustments to protocols agreed upon on the 11th can be agreed to as applicable.

Sincerely,



Richard J. Johnson
Town Manager

RJJ/sal
Attachment



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)
05-11-2021 Meeting

May 7, 2021

The Glastonbury Town Council
2155 Main Street
Glastonbury, CT 06033

Re: Meeting Format

Dear Council Members:

A general discussion is scheduled for Tuesday evening on the protocols for a return to in-person Council meetings. The alternate (e.g. Zoom) meeting format established per Executive Order 7B.1 in March of 2020 will lapse as of May 19, 2021 per Executive Order 11. Topics for discussion include:

- All visitors will be required to wear masks. Will masks be required of Council members?
- Visitors required to observe social distancing.
- Podium to be moved away from dais.
- Chairs most proximate to dais and podium to be closed off.
- Potential to place plexiglass panels between seating at dais and at podium.
- Identify seating within Chambers for attendees to achieve separation.
- Review potential to hold hybrid (in-person and Zoom attendance by Council) as applicable.
- Continue written public comment and public hearing testimony per current protocols.
- Determine potential for remote public comment and testimony per current protocol (Zoom or other format).
- Effective date for return to in-person – tentative May 25th meeting.
- Amend Rules of Procedure for remote participation as applicable.
- Possible maximum attendance in Chambers and how to manage for public hearings, etc.
- Ventilation will run at maximum capacity and ultraviolet system installed at fresh air intake.

Council will have other questions that can be discussed on Tuesday evening. Additionally, staff is reviewing technology requirements as applicable.

Sincerely,


Richard J. Johnson
Town Manager

RJJ/sal

STATE OF CONNECTICUT

BY HIS EXCELLENCY

NED LAMONT

EXECUTIVE ORDER NO. 12A

RECEIVED

2021 MAY 21 AM 8:29

TOWN MANAGER

**PROTECTION OF PUBLIC HEALTH AND SAFETY DURING COVID-19 PANDEMIC –
REVISED ORDER FOR MASKS AND FACE COVERINGS**

WHEREAS, on March 10, 2020, I declared public health and civil preparedness emergencies throughout the State of Connecticut as a result of the coronavirus disease 2019 (COVID-19) outbreak in the United States and Connecticut; and

WHEREAS, on September 1, 2020, I renewed the March 10, 2020 declaration of public health and civil preparedness emergencies and also issued new declarations of public health and civil preparedness emergencies, which new and renewed emergencies remained in effect until February 9, 2021; and

WHEREAS, on January 26, 2021, I renewed the March 10, 2020 and September 1, 2020 declarations of public health and civil preparedness emergencies and also issued new declarations of public health and civil preparedness emergencies, which new and renewed emergencies shall run concurrently and remain in effect until April 20, 2021; and

WHEREAS, on March 31, 2021, I signed into law Special Act 21-2, through which the General Assembly ratified the previously mentioned declarations and endorsed a renewal and extension of such declarations through May 20, 2021; and

WHEREAS, pursuant to such declarations, I have issued various executive orders to protect public health, limit transmission of COVID-19, and mitigate the effects of the COVID-19 pandemic (the “COVID-19 Orders”); and

WHEREAS, on April 19, 2021, I renewed the March 10, 2020 and September 1, 2020 declarations of public health and civil preparedness emergencies and also issued new declarations of public health and civil preparedness emergencies, which new and renewed emergencies shall run concurrently and remain in effect until through May 20, 2021; and

WHEREAS, on May 13, 2021, I signed into law House Bill 6686, through which the General Assembly endorsed a renewal and extension of such declarations and authorized me to continue to exercise the emergency powers provided in Sections 19a-131a and 28-9 of the Connecticut General Statutes through July 20, 2021; and

WHEREAS, on May 18, 2021, I renewed the March 10, 2020, September 1, 2020, January 26, 2021 and April 19, 2021, declarations of public health and civil preparedness emergencies and

also issued new declarations of public health and civil preparedness emergencies, which new and renewed emergencies shall run concurrently and remain in effect until through July 20, 2021; and

WHEREAS, COVID-19 is a respiratory disease that spreads easily from person to person and may result in serious illness or death; and

WHEREAS, the World Health Organization has declared the COVID-19 outbreak a pandemic; and

WHEREAS, the COVID-19 pandemic remains a grave threat to public health and safety and civil preparedness in the State of Connecticut; and

WHEREAS, public health experts have determined that it is possible to transmit COVID-19 even before a person shows symptoms and through aerosol transmission; and transmission or “shedding” of the coronavirus that causes COVID-19 may be most virulent before a person shows any symptoms; and

WHEREAS, the CDC has recommended that people with mild symptoms consistent with COVID-19 be assumed to be infected with the disease; and

WHEREAS, to reduce the spread of COVID-19, the United States Centers for Disease Control and Prevention (CDC) and the Connecticut Department of Public Health (DPH) recommend implementation of community mitigation strategies to slow transmission of COVID-19, including maintaining a safe distance from others and wearing masks or face coverings; and

WHEREAS, because COVID-19 has caused unanticipated health effects that are not fully understood by the medical community, residents, businesses, and government, agencies face new and unanticipated economic, fiscal, and operational challenges as a result of the COVID-19 pandemic; and

WHEREAS, Connecticut continues to successfully conduct a campaign to vaccinate as many residents as possible against COVID-19, including having opened eligibility to all residents aged 12 or older and having vaccinated a large percentage of those most vulnerable to serious health effects from COVID-19; and

WHEREAS, I have previously announced that consistent with improved vaccination rates and reductions in COVID-19 infection rates, certain outdoor activities, could resume safely on May 1, 2021, and that on May 19, 2021, most remaining business and social gathering restrictions could be lifted; and

WHEREAS, Executive Order No. 7NNN, Section 1 required the use of masks of cloth face coverings both indoors and outdoors wherever people could not maintain a safe distance of six feet from others; and

WHEREAS, on May 13, 2021, the Centers for Disease Control issued guidance that, because of data showing that vaccinated people are highly unlikely to transmit or contract COVID-19 people who have been fully vaccinated need not wear face masks or face coverings except for in certain rare settings such as correctional facilities, transportation facilities, schools, healthcare facilities, and homeless shelters; and

WHEREAS, in certain indoor settings where the risk of COVID-19 infection is higher because of the concentration of large numbers of people, the presence of people with underlying conditions or compromised immune systems, the difficulty of ascertaining who has been vaccinated may require the universal wearing of masks and face coverings; and

WHEREAS, on May 18, I issued Executive Order No. 12, which revised rules for wearing masks in accordance with the principles above; and

WHEREAS, providing the Commissioner of Public Health with authority to issue and amend rules specifying the settings and locations where mask and face coverings shall be required will provide the most efficient and expeditious method of communicating and, when necessary, modifying such rules in response to changing public health conditions;

NOW, THEREFORE, I, NED LAMONT, Governor of the State of Connecticut, by virtue of the authority vested in me by the Constitution and the laws of the State of Connecticut, do hereby **ORDER AND DIRECT**:

Executive Order No. 12 is repealed. Effective immediately, any person while indoors in a public place who does not maintain a safe social distance of approximately six feet from every other person and who is not fully vaccinated for COVID-19 shall cover their mouth and nose with a mask or cloth face covering. A person shall be considered [fully vaccinated 14 days after receiving the final recommended dose](#) of a vaccine approved for use against COVID-19 by U.S. Food and Drug Administration, or as otherwise defined by the Centers for Disease Control.

- a. Nothing in this order shall require the use of a mask or cloth face covering by anyone for whom doing so would be contrary to his or her health or safety because of a medical condition, behavioral condition, or disability, or anyone under the age of 2 years. Any person who declines to wear a mask or face covering because of a medical condition, behavioral condition, or disability shall be exempt from this order and any requirement to wear masks or face coverings promulgated in or pursuant to any COVID-19 Order, but only if such person provides written documentation that the person is qualified for the exemption from a licensed or certified medical provider, psychologist, marriage and family therapist, professional counselor, social worker, or behavior analyst, the Department of Developmental Services or other state agency that provides or supports services for people with emotional, intellectual or physical

disabilities, or a person authorized by any such agency. Such documentation shall not be required to name or describe the condition that qualifies the person for the exemption.

- b. The Commissioner of Public Health shall issue [a rule setting forth a comprehensive list of facilities, venues, and other locations where masks and cloth face coverings are required](#) and will amend said rule as the Commissioner determines is warranted by public health conditions.
 - i. Any person who fails to wear a mask or cloth-face covering as required by section (b) above, other than a person who qualifies for the exemption set forth in subsection (a) of this order, shall be guilty of a violation and fined one hundred dollars. An employer, rather than the employee, is liable for the fine for any employee's failure to wear a required mask or cloth-face covering while at work.
 - ii. Section 51-164n(b) of the Connecticut General Statutes is amended to authorize the Commissioner of Public Health, local health directors, district health directors, and their designees; state and municipal police officers and peace officers as defined in Section 53a-3(9) of the Connecticut General Statutes; and public safety departments of institutions of higher education to issue fines for the violation of the rule established in section (b) above. All fines collected pursuant to this order shall be distributed to the General Fund. In any case in which a person is charged with a violation pursuant to this order, the procedures set forth in Section 51-164n through 51-164r of the Connecticut General Statutes shall apply. Nothing in this Section shall be construed to limit, alter, modify, or suspend any penalties or remedies that otherwise apply to violation of orders issued pursuant to the civil preparedness and public health emergencies.
- c. Masks shall not be required while eating or drinking.
- d. This order shall supersede and preempt any current or future municipal order whenever such order conflicts with this order.
- e. Any business, nonprofit organization, property owner, or state, regional, or municipal government or agency may require, subject to the exceptions in subsection (a) of this order, the universal use of masks or face coverings or require staff to wear masks in settings under their ownership or control, including, but not limited to, offices, places of public accommodation, public venues, or public meetings.

- f. Nothing in this order shall limit the authority of the Commissioner of Education or the Commissioner of Early Childhood to issue operational rules, including but not limited to mask or face covering requirements, pursuant to Executive Order No. 9, Section 1.

This order shall take effect immediately and remain in effect through July 20, 2021 unless earlier modified or terminated.

Dated at Hartford, Connecticut, this 20th day of May, 2021.



Ned Lamont
Governor

By His Excellency's Command



Denise W. Merrill
Secretary of the State



What You Need to Know: COVID-19 Vaccination, Mask-Wearing, and Social Distancing

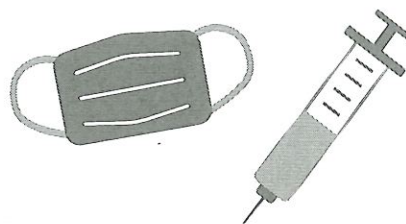


Page 1 of 4

On May 13, 2021 the Centers for Disease Control and Prevention (CDC) made significant changes to their guidance for mask-wearing based on accumulating data about COVID-19 infections in vaccinated and unvaccinated people. Governor Lamont also announced that **mask-wearing rules will be relaxed on May 19, 2021 for residents and visitors to Connecticut who are fully vaccinated.** A person is fully vaccinated when 14 days (2 weeks) have passed since their final dose of the COVID-19 vaccine (i.e. their second Pfizer or Moderna dose or their first Johnson & Johnson dose).

What we already knew...

Based on scientific information collected when the COVID-19 vaccines that are currently approved for use in the US were being developed, **it was clear that fully vaccinated people were much less likely to suffer from severe complications, hospitalization, or death if they became infected with the virus that causes COVID-19 (SARS-CoV-2).**



What we know now...

Based on new information collected since COVID-19 vaccinations began in the US and other countries, we now know that even if they are exposed to people who have COVID-19, vaccinated people are very unlikely to become infected compared to unvaccinated people and, **even if they do become infected, fully vaccinated people are less likely to transmit virus to others** (even if those people are unvaccinated).



 For more information, please visit ct.gov/covidvaccine

GET THE
FACTS
ON THE
VAX

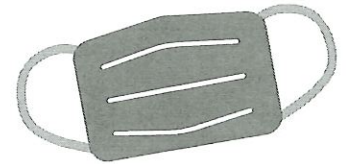


What You Need to Know: COVID-19 Vaccination, Mask-Wearing, and Social Distancing



Page 2 of 4

What it means for Adults and Children...

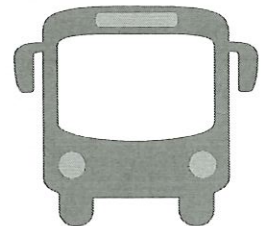
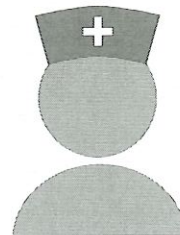
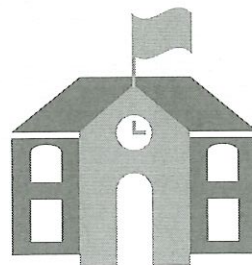


All People (vaccinated or unvaccinated)

- Need to **wear a mask when they are inside a school building** (pre-K-12) or childcare facility.
- Need to **wear a mask when they are inside a healthcare facility** (including doctors' offices, hospitals, emergency care settings, settings that provide physical/occupational therapy, and other patient care settings).
- Need to **wear a mask when they are inside an assisted living facility, a correctional facility, or other congregate living setting** (such as group homes and residential care homes, homeless and other shelters). Nursing homes must follow CMS requirements for mask use.
- Need to **wear a mask when they are at a transportation hub**, such as an airport, bus or train station, or **riding public or privately-hired transportation**, such as a train, bus, airplane, or ride-sharing services (such as Uber, Lyft, taxi).
- Need to **wear a mask if they are asked to do so in a public or private establishment**, if required by their employer in their workplace, or when organizers require masks at any event.

THIS IS BECAUSE:

- These settings may be more likely to have people there who are **not able to be vaccinated** due to young age or a health condition.
- These settings may be more likely to have people there who are at a **higher risk for severe complications** if they become infected.
- These settings may make it more **difficult for people to keep their distance** and may include unvaccinated and infected people.
- The **owner's or operator's preference** may be to exercise caution in protecting health without needing to keep people appropriately distanced or needing to determine whether or not a person is vaccinated.



For more information, please visit
ct.gov/covidvaccine

GET THE
FACTS
ON THE
VAX

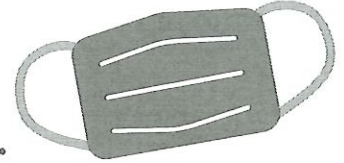


What You Need to Know: COVID-19 Vaccination, Mask-Wearing, and Social Distancing

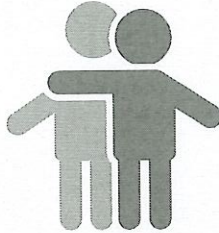


Page 3 of 4

What it means for Adults and Children...



If Vaccinated...



- Can feel comfortable with **no mask or social distancing** both indoors and outdoors.
- **Do not need to quarantine** from work, school, or away from other people if they are exposed to someone with COVID-19 and do not have any symptoms themselves.
- **Do not need to get tested** routinely (e.g., as part of their work), before or after travel, or when they are exposed to someone with COVID-19 and do not have any symptoms themselves.

THIS IS BECAUSE:

- Even if they are exposed to someone with COVID-19, they are **very unlikely to get infected**.
- Even if they get infected, they are **very unlikely to get sick** or have serious disease.
- Even if they get infected, they are **less likely to infect someone else**.

If Unvaccinated...

- Are required to **wear a mask indoors**.
- Should **continue to wear a mask outdoors** when they are in a crowd, at a large event, or in a public place where keeping their distance from others is difficult.
- Should **continue to quarantine** from work, school, and away from other people if they are exposed to someone with COVID-19.
- Should **continue to get tested** when they are exposed to someone with COVID-19, before and after they travel, and if they are part of a screening testing program (e.g. as part of their work).

THIS IS BECAUSE:

- If they are exposed to someone with COVID-19, they are **at risk of getting infected**.
- If they become infected, they **can suffer from severe disease** and possibly be hospitalized.
- If they become infected, they **can transmit the virus to other people**.
- If they become infected, they can **pose a serious risk to other individuals** who are not yet vaccinated or cannot get vaccinated.



For more information, please visit
ct.gov/covidvaccine

GET THE
FACTS
ON THE
VAX



What You Need to Know: COVID-19 Vaccination, Mask-Wearing, and Social Distancing



Page 4 of 4

What it means for Businesses...



Business Owners and Event Operators

- Should consider requiring customers to **wear a mask when they are inside an establishment or at a large indoor event or private gathering** if the space is not designed for continuous social distancing. If not specifically required, consider **posting signage indicating that unvaccinated customers are required to wear a mask** and any customer is invited to wear a mask if they are more comfortable doing so.
- Should consider requiring customers/attendees to **wear a mask when they are inside an establishment or at a large indoor event or private gathering** where there is likely to be a mix of vaccinated and unvaccinated people (including children younger than 12 years).
- Should consider requiring attendees to **wear a mask when at large outdoor events** open to the public and/or where large crowds are expected and unvaccinated people (including children younger than 12 years) are likely to be in attendance.
- Should require **employees to wear a mask if they are unvaccinated** or their vaccination status is unknown and they cannot maintain continuous separation from customers or coworkers.
- Should consider redesigning the space **inside an establishment or at a large indoor event or private gathering to allow for continuous social distancing** (or even extended distancing) when masks use may not be possible or practical (for example while eating/drinking or exercising).
- Should consider incorporating CDC's recommendations for **cleaning/disinfection, hand hygiene, and ventilation inside their establishments** to maximize safety for unvaccinated customers and staff.
- Should plan for **reduced capacity** (including denying entry to valid ticket holders) if a large outdoor event must be moved indoors and there are likely to be unvaccinated people (including children younger than 12 years) in attendance.

THIS IS BECAUSE:

- There is currently **no convenient, reliable, and consistent way to determine a person's COVID-19 vaccination status.**
- Many people who are infected with the virus that causes COVID-19 **have no symptoms but can spread the virus to other people** who are not fully vaccinated.
- Even though community infection rates are declining in Connecticut, there are still **many vulnerable residents and communities** in the state who are not fully vaccinated and could be severely impacted by COVID-19.
- There is **a continuing risk that businesses and large events could be a source of significant COVID-19 outbreaks** in situations where universal masking is not in use, many people remain unvaccinated, and appropriate spacing between customers, attendees, and staff cannot be maintained.

 For more information, please visit
ct.gov/covidvaccine

GET THE
FACTS
ON THE
VAX





Town of Glastonbury

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

ITEM #5(B)
05-25-21 Meeting

Richard J. Johnson
Town Manager

May 21, 2021

The Glastonbury Town Council
2155 Main Street
Glastonbury, CT 06033

Re: Main Street/Route 17 Sidewalks – Phase III

Dear Council Members:

This involves continued discussion of options for construction of sidewalks along the west side of Main Street/Route 17 between the Cider Mill and Red Hill Drive. This proposed Phase III project will complete the sidewalk connections along Main Street to the Village of South Glastonbury.

A public information hearing (PIH) was held at the January 26th meeting with follow up discussion on February 23rd. You will recall options under review included:

- Construct new sidewalks along the west side of Main Street/Route 17 with a retaining wall (steep slopes).
- Shift roadway easterly (up to 9') to eliminate the need for the retaining wall with new sidewalks on the west side of the roadway. This requires relocation of utility poles on the east side of Main Street/Route 17.

After the PIH and subsequent discussion, staff was asked to look at a hybrid approach that lowered the retaining wall on the west side of Main Street and reduced the easterly shift of the roadway. Additional review is complete including an independent geotechnical analysis by GZA on slope stability/factor of safety for the steep slopes. Based on the GZA report, two options are suggested for further review:

- Shift roadway easterly (up to 9') to eliminate the need for the retaining wall with new sidewalks on the west side of the roadway. (This is consistent with the option discussed in January/February).
- Reduce maximum easterly shift of roadway from 9' to 6' and construct retaining wall along west side of Main Street with elevated sidewalk.

The options noted above do not disturb the existing slope and favored upon review of the GZA report.

Town Engineer Dan Pennington will present this information on Tuesday evening and respond to questions as applicable. The capital budget now totals \$750,000 for this project. Recent estimates total \$800,000. Given the time required for review, design and work with State DOT, construction in 2022 is anticipated.

The following way forward is suggested:

- Schedule public information hearing for the June 8th or June 22nd meeting.
- Select option for Main Street/Route 17 and complete design, permitting for competitive bidding in first quarter of 2022. This allows for additional capital funding in FY23 as applicable based on competitive bids.
- Proceed with new sidewalk construction over 2021 season per Agenda Item 4(a), e.g. estimates for Spring, Bantle, House and Overlook to intersection total \$448,000 as compared to \$495,000 available.

Additional information can be provided as may be requested.

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

ITEM #5(C)
05-25-2021 Meeting

Richard J. Johnson
Town Manager

May 21, 2021

The Glastonbury Town Council
2155 Main Street
Glastonbury, CT 06033

Re: Town Attorney

Dear Council Members:

The current two-year term of Shipman & Goodwin (Town Attorney) and Murtha Cullina (Alternate Town Attorney) end at June 30th this year. Both firms have agreed to continue the current agreement for one year through June 30, 2022. Should Council agree with the proposal to extend one year, the following is provided for your action on Tuesday evening.

"BE IT RESOLVED, that the Glastonbury Town Council hereby extends the current term for Town Attorney - Shipman & Goodwin and Alternate Town Attorney - Murtha Cullina through June 30, 2022, as described in a report by the Town Manager dated May 21, 2021."

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(D)
05-25-2021 Meeting

May 21, 2021

The Glastonbury Town Council
2155 Main Street
Glastonbury, CT 06033

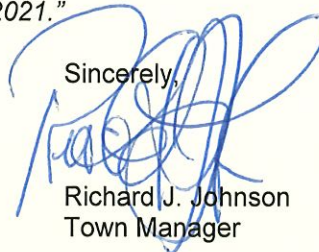
Re: Residential Lease – 35 Bell Street

Dear Council Members:

This is the residential property owned by the Town at 35 Bell Street. The upper level is leased for residential purposes while the lower level is managed by the Parks and Recreation Department for children's programming. When the property was privately owned, the lower level served as the Creative Experiences Daycare Center for many years. The current lease term ends on June 21, 2021. The proposal is to continue the lease for one year with an increase from \$2,200 to \$2,250 monthly. The current lessees have lived at 35 Bell Street since June 22, 2019 and would like to extend the lease for at least the next year.

"BE IT RESOLVED, that the Glastonbury Town Council hereby approves a one (1) year extension in the residential lease for town-owned property at 35 Bell Street, effective June 22, 2021 through June 21, 2022, as described in a report by the Town Manager dated May 21, 2021."

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 # 6(A) & (B)
05-25-2021 Meeting

May 21, 2020

The Glastonbury Town Council
2155 Main Street
Glastonbury, CT 06033

Re: Consent Calendar

Dear Council Members:

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

a. Action to Transfer Uncollected Taxes to Suspense List

The Board of Finance, at its Wednesday, May 19, 2021 meeting, recommended a \$170,877.73 transfer of uncollected taxes to the Suspense List. This action clears the books for financial reporting purposes but does not relieve the tax liability. The Collector of Revenue will continue efforts to collect these taxes. Approximately \$42,645.47 in prior Suspense List taxes were collected over the past year.

"BE IT RESOLVED, that the Glastonbury Town Council hereby approves the transfer of \$170,877.73 of uncollected taxes to the Suspense List, as described in a report by the Town Manager dated May 21, 2021 and recommended by the Board of Finance."

Copies of the complete Suspense List can be forwarded upon request.

b. 2021 Neighborhood Assistance Act Program (NAAP)

This state program allows businesses to contribute monies to programs sponsored by municipalities and non-profit organizations. The contributions are eligible for state corporate tax credits (60%-100%) and federal tax credits of 100% of the value of the charitable donation. Local legislative approval is required by the NAAP. Proposals are reviewed by state offices and approved under program criteria. Program sponsors then seek business funding support. The Maffe Foundation, Connecticut River Valley Chamber of Commerce and Town of Glastonbury – Open Space Land Acquisition Fund have submitted the attached proposals for the 2021 program. A Council public hearing and action is required.

"BE IT RESOLVED, that the Glastonbury Town Council hereby schedules a public hearing for 8:00 p.m. on Tuesday, June 8, 2021 on the proposals submitted by The Maffe Foundation, Connecticut River Valley Chamber of Commerce and Town of Glastonbury – Open Space Land Acquisition Fund under the 2021 Neighborhood Assistance Act Program, as described in a report by the Town Manager dated May 21, 2021."

Sincerely,

Richard J. Johnson
Town Manager

RJJ/sal
Attachments



Municipality: Glastonbury

Form NAA-01
2021 Connecticut Neighborhood Assistance Act (NAA)
Program Proposal

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

Part I — General Information

Name of tax exempt organization/municipal agency: _____
Maffe Foundation

Address: 624 Hebron Avenue, Building 3, Glastonbury, CT 06033

Federal Employer Identification Number: 20-1365653

Program title: Providing Academic Scholarships for Low Income Greater Hartford Area Residents

Name of contact person: John Maffe Jr.

Telephone number: (860) 430-1977

Email address: jay.maffe@maffefingrp.com

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ 150,000.00

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?

Yes No

If **Yes**, attach a copy of the **first page** of your most recent return.

If **No**, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

Part II — Program Information

Check the appropriate description of your program:

100% credit percentage

- Energy conservation; **or**
 Comprehensive college access loan forgiveness (see Conn. Gen. Stat. § 12-635(3)).

60% credit percentage

- Job training/education for unemployed persons aged 50 or over;
 Job training/education for persons with physical disabilities;
 Program serving low-income persons;
 Child care services;
 Establishment of a child day care facility;
 Open space acquisition fund; **or**
 Other (specify): _____

Description of program: _____

The Maffe Foundation proposes a program to provide financial assistance in the form of academic scholarships to low income residents of the Greater Hartford area seeking higher education in vocational or traditional education. Individuals seeking to participate

Need for program: _____

Hartford County traditionally has an unemployment rate above the average rate of the state of CT. The Maffe Foundation seeks to positively impact the community by providing financial resources to those seeking higher education thus improving the economy and lowering unemployment rates in and around the city.

Neighborhood area to be served: _____

This program seeks to service students in both Glastonbury and Hartford County at large.

Plan to implement the program: _____

The Maffe Foundation will invest in community and business outreach via information sessions, community events, social media and partnership with local non profit organizations to solicit scholarship applications from members of the community looking to participate in the program. Applications will be reviewed by members of the board of directors and will be awarded to students based on their meeting the financial and academic requirements. Prior to awarding funds, the organization will enter into contracts with institutes of higher education to ensure compliance with the program.

Timetable:

Program start date: 01/01/2022

Program completion date: 12/31/2024

The program completion date must not be more than two years from the program start date. A certified post-project review is due to the municipality overseeing implementation no later than three months after program completion date for all projects receiving \$25,000 or more in NAA funding.

Part III — Financial Information

Program Budget:

Complete in full. Expenditures must equal or exceed total funding.

Sources of Revenue:

NAA funds requested \$150,000.00

Other funding sources - itemized sources:

a) _____

b) _____

c) _____

d) _____

Total Funding: \$150,000.00

Proposed Program Expenditures:

Direct operating expenses - itemized description:

a) Tuition Awards \$150,000.00

b) _____

c) _____

d) _____

Administrative expenses - itemized description:

a) _____

b) _____

c) _____

d) _____

Total Proposed Expenditures: \$150,000.00

Part IV — Municipal Information

To be completed by the municipal agency overseeing implementation of the program

Name of municipal agency overseeing implementation of the program: _____

Mailing address: _____

Name of municipal liaison: _____

Telephone number: _____

Fax number: _____

Email address: _____

Post-Project Review

Is a post-project review required for this proposal?

Yes No

If **Yes**, date post-project review due:

Date

2021 Connecticut Neighborhood Assistance Act (NAA) Program Proposal Instructions

Complete all items on **Form NAA-01**, *2021 Connecticut Neighborhood Assistance Act (NAA) Program Proposal*. Incomplete applications will **not** be accepted. For where to direct inquiries, see *Contact Information* below.

Part I – General Information

Enter the name of the tax exempt organization or municipal agency, address, Federal Employer Identification Number, and email address.

Program Title: Assign a unique program title to each program for which your organization is making an application.

Federal Form 990: Attach a copy of the first page of your organization's most recent federal Form 990 or Form 990EZ. If your organization is not required to file either Form 990 or Form 990EZ, attach a copy of the determination letter from the Internal Revenue Service.

Part II – Program Information

Description of Program: Describe the program, including information about how the program will operate, its benefit to the community, how recipients will be selected, and any measures used to determine the program's impact on the community.

Need for Program: Demonstrate a need for this program. For example, provide relevant statistics.

Neighborhood Area to Be Served: Describe the neighborhood or municipality this program will serve.

Plan to implement the program: Describe how the program will operate. Identify other persons or organizations involved in the administration of the program.

Timetable: Indicate the starting and completion dates of the program. The program completion date must not be more than two years from the program start date.

Part III – Financial Information

Each program proposal must include a program budget that includes all sources of funding and all anticipated expenditures. The information provided in the budget may be used during a post-project audit.

Sources of Revenue: The budget must include the requested NAA funding and any other anticipated revenue sources.

NAA Funding Requested: Indicate the total amount your organization is requesting for its program.

This amount may not exceed the total proposed expenditures. Please note that the minimum NAA funding is \$250, with a maximum funding of \$150,000 per organization or agency per year.

Other Funding Sources: Provide a detailed description(s) and the amount(s) of all funding sources.

Proposed Program Expenditures: The budget must include a detailed description and the amount of all direct operating and administrative expenditures. **Expenditures must equal or exceed total funding.**

Direct Operating Expenses: Expenses include materials, equipment, wages, salaries, tuition fees, sub-contracting services, and any other expenses needed to administer the program.

Part IV – Municipal Information

This part is to be completed by the municipal agency overseeing implementation of the program.

Municipal Liaison: The municipality must designate an individual to serve as a liaison with DRS for all NAA matters.

Post-Project Review: Any program receiving \$25,000 or more in NAA funding is required to provide a post-project review, prepared by a certified public accounting firm, to the municipality overseeing the program. This review must be submitted to the municipality no later than three months after the program completion date.

Contact Information

Direct inquiries to:

Department of Revenue Services (DRS)
Neighborhood Assistance Act Program
Attn: Research Unit
450 Columbus Blvd Ste 1
Hartford CT 06103-1837

or call **860-297-5687**.

TTY, TDD, and Text Telephone users only may transmit inquiries anytime by calling 860-297-4911. Taxpayers may also call 711 for relay services. A taxpayer must tell the 711 operator the number he or she wishes to call. The relay operator will dial it and then communicate using a TTY with the taxpayer.

GUIDESTAR Charity Check Report

Generated on April 29, 2021 at 02:42 PM EDT

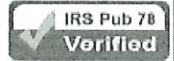
Maffe Foundation

624 Hebron Ave
Glastonbury, CT 06033

Foundation Status Code: PC *
Public charity described in section 509(a)(1) or (2)

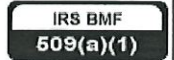
IRS Publication 78 Details

Organization Name	Maffe Foundation
EIN	20-1365653
Location	Glastonbury, CT
Deductibility Status Description	A public charity (50% deductibility limitation).
Most Recent IRS Publication 78	April 2021
Verified with Most Recent Internal Revenue Bulletin	April 26 2021



IRS Business Master File Details

Organization Name	MAFFE FOUNDATION
EIN	20-1365653
Most Recent IRS BMF	April 12 2021
IRS Subsection	This organization is a <u>501(c)(3) Public Charity</u>
Reason for Non-Private Foundation Status	Section 509(a)(1) organization as referred to in Section 170(b)(1)(A)(vi)
Ruling Date	01/2005
This organization was not included in the Office of Foreign Assets Control Specially Designated Nationals (SDN) list.	



On September 8, 2011, the IRS issued [regulations](#) which eliminated the advance ruling process for a section 501(c)(3) organization. [Learn more](#)

* The Foundation Status Code is the code that foundations are required to provide for each grantee annually on part XV of Form 990PF. Note that this code cannot be derived in some cases (e.g., supporting organizations for which 'type' can't be determined).

[IRS Revenue Procedure 2011-33](#) allows grantors to rely on third-party resources, such as GuideStar Charity Check, to obtain required Business Master File (BMF) data concerning a potential grantee's public charity classification under section 509 (a) (1), (2) or (3).

GuideStar Charity Check Data Sources

- GuideStar acquires all IRS data directly from the Internal Revenue Service.
- [IRS Publication 78 \(Cumulative List of Organizations\)](#) lists organizations that have been recognized by the Internal Revenue Service as eligible to receive tax-deductible contributions.
- The [IRS Internal Revenue Bulletin \(IRB\)](#) lists changes in charitable status since the last Publication 78 release. Between the release of IRS Publication 78 and the subsequent IRS Internal Revenue Bulletin, the IRB date will reflect the most recent release date of IRS Publication 78.
- The [IRS Business Master File](#) lists approximately 1.7 million nonprofits registered with the IRS as tax-exempt organizations.
- The [IRS Automatic Revocation of Exemption List](#) contains organizations that have had their federal tax-exempt status automatically revoked for failing to file an annual return or notice with the IRS for three consecutive years.
- The Foundation Status Code is a value derived by mapping the codes found on the [990PF filing instructions](#) to the corresponding codes in the IRS BMF. Note that not all codes are able to be mapped due to insufficient data.
- The Office of Foreign Assets Control (OFAC) [Specially Designated Nationals \(SDN\) list](#) organizations that are owned or controlled by targeted individuals, groups, and entities, such as terrorists or narcotics traffickers. Their assets are blocked and U.S. persons are generally prohibited from dealing with them.

GuideStar is the registered trademark and operating name of GuideStar USA, Inc., a 501(c)(3) nonprofit organization.

Copyright © 2021, GuideStar USA, Inc. All Rights Reserved.

Print Form

Reset Form



Municipality: Glastonbury

Form NAA-01
2021 Connecticut Neighborhood Assistance Act (NAA)
Program Proposal

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

Part I — General Information

Name of tax exempt organization/municipal agency: _____
Connecticut River Valley Chamber of Commerce

Address: 2400 Main Street, Glastonbury, CT 06033

Federal Employer Identification Number: 06-0790227

Program title: Providing Academic Scholarship for Low Income Greater Hartford Residents

Name of contact person: Jessica Olander

Telephone number: 860-659-3587

Email address: jessica@crvchamber.org

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ 150,000

<p>Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, attach a copy of the first page of your most recent return.</p> <p>If No, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.</p>
--

Part II — Program Information

Check the appropriate description of your program:

100% credit percentage

- Energy conservation; or
- Comprehensive college access loan forgiveness (see Conn. Gen. Stat. § 12-635(3)).

60% credit percentage

- Job training/education for unemployed persons aged 50 or over;
- Job training/education for persons with physical disabilities;
- Program serving low-income persons;
- Child care services;
- Establishment of a child day care facility;
- Open space acquisition fund; or
- Other (specify): _____

Description of program: _____

The CT River Valley Chamber of Commerce proposes a program to provide financial assistance in the form of academic scholarships to low income residents of the Greater Hartford area seeking higher education in vocational programs at Stone Academy. Individuals seeking to participate in this program must meet income requirements and complete an application.

Need for program: _____

According to the most recent statistics from the US BLS the unemployment rate for Hartford County residents is 7.4%. According to the US Census data, 10.8% of Hartford County residents live below the poverty level. The largest demographic in this selection are females at 51.4%. The Chamber of Commerce seeks to positively impact the community and those seeking higher education thus improving the economy and lowering unemployment rates in and around the city.

Neighborhood area to be served: _____

Hartford County

Plan to implement the program: _____

The CT River Valley Chamber of Commerce will invest in community and business outreach via information sessions, community events, social media and partnerships with local non profit organizations to solicit scholarship applications from members of the community looking to participate in the program. Applications will be reviewed by members of the Board of Directors and be awarded to students based on their meeting the financial and academic requirements. Prior to awarding funds, the chamber will enter into contracts with institutes of higher education to ensure their compliance with the program.

Timetable:

Program start date: 12/31/21 Funds will be awarded as received

Program completion date: 12/31/23

The program completion date must not be more than two years from the program start date. A certified post-project review is due to the municipality overseeing implementation no later than three months after program completion date for all projects receiving \$25,000 or more in NAA funding.

Part III — Financial Information

Program Budget:

Complete in full. Expenditures must equal or exceed total funding.

Sources of Revenue:

NAA funds requested	\$150,000
Other funding sources - itemized sources:	
a) _____	_____
b) _____	_____
c) _____	_____
d) _____	_____

\$150,000

Total Funding:

Proposed Program Expenditures:

Direct operating expenses - itemized description:	
a) Tuition scholarships	\$150,000
b) _____	_____
c) _____	_____
d) _____	_____

Administrative expenses - itemized description:	
a) _____	_____
b) _____	_____
c) _____	_____
d) _____	_____

\$150,000

Total Proposed Expenditures:

Part IV — Municipal Information

To be completed by the municipal agency overseeing implementation of the program

Name of municipal agency overseeing implementation of the program: _____
Town of Glastonbury

Mailing address: _____
2155 Main Street, Glastonbury, CT 06033

Name of municipal liaison: Laurie LaCapra

Telephone number: 860-652-7671

Fax number: 860-652-7659

Email address: laurie.lecapra@glastonbury-ct.gov

Post-Project Review

Is a post-project review required for this proposal?

Yes No

If Yes, date post-project review due:

3/31/23 if funding is received

Date

2021 Connecticut Neighborhood Assistance Act (NAA) Program Proposal Instructions

Complete all items on **Form NAA-01, 2021 Connecticut Neighborhood Assistance Act (NAA) Program Proposal**. Incomplete applications will not be accepted. For where to direct inquiries, see *Contact Information* below.

Part I – General Information

Enter the name of the tax exempt organization or municipal agency, address, Federal Employer Identification Number, and email address.

Program Title: Assign a unique program title to each program for which your organization is making an application.

Federal Form 990: Attach a copy of the first page of your organization's most recent federal Form 990 or Form 990EZ. If your organization is not required to file either Form 990 or Form 990EZ, attach a copy of the determination letter from the Internal Revenue Service.

Part II – Program Information

Description of Program: Describe the program, including information about how the program will operate, its benefit to the community, how recipients will be selected, and any measures used to determine the program's impact on the community.

Need for Program: Demonstrate a need for this program. For example, provide relevant statistics.

Neighborhood Area to Be Served: Describe the neighborhood or municipality this program will serve.

Plan to implement the program: Describe how the program will operate. Identify other persons or organizations involved in the administration of the program.

Timetable: Indicate the starting and completion dates of the program. The program completion date must not be more than two years from the program start date.

Part III – Financial Information

Each program proposal must include a program budget that includes all sources of funding and all anticipated expenditures. The information provided in the budget may be used during a post-project audit.

Sources of Revenue: The budget must include the requested NAA funding and any other anticipated revenue sources.

NAA Funding Requested: Indicate the total amount your organization is requesting for its program.

This amount may not exceed the total proposed expenditures. Please note that the minimum NAA funding is \$250, with a maximum funding of \$150,000 per organization or agency per year.

Other Funding Sources: Provide a detailed description(s) and the amount(s) of all funding sources.

Proposed Program Expenditures: The budget must include a detailed description and the amount of all direct operating and administrative expenditures. **Expenditures must equal or exceed total funding.**

Direct Operating Expenses: Expenses include materials, equipment, wages, salaries, tuition fees, sub-contracting services, and any other expenses needed to administer the program.

Part IV – Municipal Information

This part is to be completed by the municipal agency overseeing implementation of the program.

Municipal Liaison: The municipality must designate an individual to serve as a liaison with DRS for all NAA matters.

Post-Project Review: Any program receiving \$25,000 or more in NAA funding is required to provide a post-project review, prepared by a certified public accounting firm, to the municipality overseeing the program. This review must be submitted to the municipality no later than three months after the program completion date.

Contact Information

Direct inquiries to:

Department of Revenue Services (DRS)
Neighborhood Assistance Act Program
Attn: Research Unit
450 Columbus Blvd Ste 1
Hartford CT 06103-1837

or call **860-297-5687**.

TTY, TDD, and Text Telephone users only may transmit inquiries anytime by calling 860-297-4911. Taxpayers may also call 711 for relay services. A taxpayer must tell the 711 operator the number he or she wishes to call. The relay operator will dial it and then communicate using a TTY with the taxpayer.

Form **990**
 Department of the Treasury
 Internal Revenue Service

Return of Organization Exempt From Income Tax
 Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)
 Do not enter social security numbers on this form as it may be made public
 Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No 1545-0047
2018
 Open to Public Inspection

A For the 2019 calendar year, or tax year beginning 01-01-2019, and ending 12-31-2019

B Check if applicable:
 Address change
 Name change
 Initial return
 Final return/terminated
 Amended return
 Application pending

C Name of organization: CONNECTICUT RIVER VALLEY CHAMBER OF COMMERCE
 Doing business as: _____
 Number and street (or P.O. box if mail is not delivered to street address): 2400 MAIN STREET Room/suite: _____
 City or town, state or province, country, and ZIP or foreign postal code: GLASTONBURY, CT 06033

D Employer identification number: 06-0790227

E Telephone number: (860) 659-3587

F Name and address of principal officer: MARY ELLEN DOMBROWSKI, 2400 MAIN STREET, GLASTONBURY, CT 06033

G Gross receipts \$ 639,866

H(a) Is this a group return for subordinates? Yes No
H(b) Are all subordinates included? Yes No
 If "No," attach a list (see instructions)
H(c) Group exemption number ▶ _____

I Tax-exempt status: 501(c)(3) 501(c)(6) (insert no.) 4947(a)(1) or 527

J Website: WWW.GLASTONBURYCHAMBER.ORG

K Form of organization: Corporation Trust Association Other ▶ _____

L Year of formation: 1956 **M** State of legal domicile: CT

Part I Summary

1 Briefly describe the organization's mission or most significant activities:
 PROMOTE BUSINESS, ECONOMIC CLIMATE & ENHANCED QUALITY OF LIFE IN GLASTONBURY AND EAST HARTFORD, CT

2 Check this box if the organization discontinued its operations or disposed of more than 25% of its net assets

3 Number of voting members of the governing body (Part VI, line 1a)	3	27
4 Number of independent voting members of the governing body (Part VI, line 1b)	4	27
5 Total number of individuals employed in calendar year 2018 (Part V, line 2a)	5	5
6 Total number of volunteers (estimate if necessary)	6	250
7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	0
7b Net unrelated business taxable income from Form 990-T, line 34	7b	0

	Prior Year	Current Year
8 Contributions and grants (Part VIII, line 1h)	140,930	250,960
9 Program service revenue (Part VIII, line 2g)	417,556	345,917
10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	95	74
11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	27,947	26,843
12 Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12)	586,528	623,794
13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)	4,625	97,051
14 Benefits paid to or for members (Part IX, column (A), line 4)	0	0
15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	337,883	349,849
16a Professional fundraising fees (Part IX, column (A), line 11e)	0	0
b Total fundraising expenses (Part IX, column (D), line 25) ▶ 0		
17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	213,614	231,772
18 Total expenses Add lines 13-17 (must equal Part IX, column (A), line 25)	556,122	678,672
19 Revenue less expenses Subtract line 18 from line 12	30,406	-54,878

	Beginning of Current Year	End of Year
20 Total assets (Part X, line 16)	230,271	175,393
21 Total liabilities (Part X, line 26)	0	0
22 Net assets or fund balances Subtract line 21 from line 20	230,271	175,393

Part II Signature Block
 Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here
 Signature of officer: _____ Date: 2019-09-25
 MARY ELLEN DOMBROWSKI PRESIDENT
 Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN P00733996
Firm's name ▶ SHEPTOFF REUBER & COMPANY PC			Firm's EIN ▶ 06-1026561	
Firm's address ▶ 111 NEW LONDON TURNPIKE GLASTONBURY, CT 06033			Phone no (860) 659-0357	



Municipality: Town of Glastonbury

Form NAA-01
2021 Connecticut Neighborhood Assistance Act (NAA)
Program Proposal

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

Part I — General Information

Name of tax exempt organization/municipal agency: _____

Town of Glastonbury

Address:

2155 Main Street
Glastonbury, CT 06033

Federal Employer Identification Number: 06-6002003

Program title: Reserve for Land Acquisition and Preservation

Name of contact person: Richard J. Johnson, Town Manager

Telephone number: (860) 652-7500

Email address: richard.johnson@glastonbury-ct.gov

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ 150,000.00

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?

Yes

No

If **Yes**, attach a copy of the **first page** of your most recent return.

If **No**, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

Part II — Program Information

Check the appropriate description of your program:

100% credit percentage

- Energy conservation; **or**
 Comprehensive college access loan forgiveness (see Conn. Gen. Stat. § 12-635(3)).

60% credit percentage

- Job training/education for unemployed persons aged 50 or over;
 Job training/education for persons with physical disabilities;
 Program serving low-income persons;
 Child care services;
 Establishment of a child day care facility;
 Open space acquisition fund; **or**
 Other (specify): _____

Description of program: _____

The Glastonbury community strongly supports the purchase/preservation of open space and natural resources to include land that has: recreational value; significant scenic, topographic, conservation or wilderness value based on the characteristics of the land; significant historical archaeological value based on the character of the land and/or improvements thereon; preserves agricultural and farmland soils and uses, protects forest lands and natural resources; and promotes orderly development of the Town.

Need for program: _____

Land acquisition and preservation helps a community preserve a variety of important assets and provides the opportunity for passive and active outdoor recreation for residents and visitors. In turn, this helps preserve the varied natural resources of a community and offers a balance to residential and commercial development.

Neighborhood area to be served: _____

As opportunities present, this initiative can serve and benefit neighborhoods and the community at large. Program involves large and small parcels of particular interest in accordance with goals and objectives established for the land acquisition program.

Plan to implement the program: _____

Glastonbury has a well-established and defined program for land acquisition and preservation. Desirable properties are identified and rated through a detailed matrix and the Town Manager authorized to contact land owners to discuss potential Town acquisition. Land owners often reach out to Town offices to discuss potential sale and preservation of their land. This is a highly effective program and well known throughout the state. Since 1988, this approach has allowed the Town to purchase or preserve over 2,000 acres of open space, farmland, orchards, riverfront land and similar successes.

Timetable:

Program start date: Immediate

Program completion date: Ongoing

The program completion date must not be more than two years from the program start date. A certified post-project review is due to the municipality overseeing implementation no later than three months after program completion date for all projects receiving \$25,000 or more in NAA funding.

Part III — Financial Information

Program Budget:

Complete in full. Expenditures must equal or exceed total funding.

Sources of Revenue:

NAA funds requested \$150,000.00

Other funding sources - itemized sources:

a) Capital Improvement Program _____

b) Bond Authorization for Land Purchases _____

c) Donations _____

d) Grants _____

Total Funding: _____

Proposed Program Expenditures:

Direct operating expenses - itemized description:

a) All donations will be allocated directly to land acquisition _____

b) and preservation. Accordingly, there are no indirect _____

c) program expenditures or administrative expenses. _____

d) _____

Administrative expenses - itemized description:

a) _____

b) _____

c) _____

d) _____

Total Proposed Expenditures: _____

Part IV — Municipal Information

To be completed by the municipal agency overseeing implementation of the program

Name of municipal agency overseeing implementation of the program: _____ Town of Glastonbury, Office of Town Manager
Mailing address: _____ 2155 Main Street, Glastonbury, CT 06033
Name of municipal liaison: Richard J. Johnson
Telephone number: 860-652-7500
Fax number: 860-652-7505
Email address: richard.johnson@glastonbury-ct.gov

<p style="text-align: center;">Post-Project Review</p> <p style="text-align: center;">Is a post-project review required for this proposal?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: center;">If Yes, date post-project review due:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>

2021 Connecticut Neighborhood Assistance Act (NAA) Program Proposal Instructions

Complete all items on **Form NAA-01, 2021 Connecticut Neighborhood Assistance Act (NAA) Program Proposal**. Incomplete applications will **not** be accepted. For where to direct inquiries, see *Contact Information* below.

Part I – General Information

Enter the name of the tax exempt organization or municipal agency, address, Federal Employer Identification Number, and email address.

Program Title: Assign a unique program title to each program for which your organization is making an application.

Federal Form 990: Attach a copy of the first page of your organization's most recent federal Form 990 or Form 990EZ. If your organization is not required to file either Form 990 or Form 990EZ, attach a copy of the determination letter from the Internal Revenue Service.

Part II – Program Information

Description of Program: Describe the program, including information about how the program will operate, its benefit to the community, how recipients will be selected, and any measures used to determine the program's impact on the community.

Need for Program: Demonstrate a need for this program. For example, provide relevant statistics.

Neighborhood Area to Be Served: Describe the neighborhood or municipality this program will serve.

Plan to implement the program: Describe how the program will operate. Identify other persons or organizations involved in the administration of the program.

Timetable: Indicate the starting and completion dates of the program. The program completion date must not be more than two years from the program start date.

Part III – Financial Information

Each program proposal must include a program budget that includes all sources of funding and all anticipated expenditures. The information provided in the budget may be used during a post-project audit.

Sources of Revenue: The budget must include the requested NAA funding and any other anticipated revenue sources.

NAA Funding Requested: Indicate the total amount your organization is requesting for its program.

This amount may not exceed the total proposed expenditures. Please note that the minimum NAA funding is \$250, with a maximum funding of \$150,000 per organization or agency per year.

Other Funding Sources: Provide a detailed description(s) and the amount(s) of all funding sources.

Proposed Program Expenditures: The budget must include a detailed description and the amount of all direct operating and administrative expenditures. **Expenditures must equal or exceed total funding.**

Direct Operating Expenses: Expenses include materials, equipment, wages, salaries, tuition fees, sub-contracting services, and any other expenses needed to administer the program.

Part IV – Municipal Information

This part is to be completed by the municipal agency overseeing implementation of the program.

Municipal Liaison: The municipality must designate an individual to serve as a liaison with DRS for all NAA matters.

Post-Project Review: Any program receiving \$25,000 or more in NAA funding is required to provide a post-project review, prepared by a certified public accounting firm, to the municipality overseeing the program. This review must be submitted to the municipality no later than three months after the program completion date.

Contact Information

Direct inquiries to:

Department of Revenue Services (DRS)
Neighborhood Assistance Act Program
Attn: Research Unit
450 Columbus Blvd Ste 1
Hartford CT 06103-1837

or call **860-297-5687**.

TTY, TDD, and Text Telephone users only may transmit inquiries anytime by calling 860-297-4911. Taxpayers may also call 711 for relay services. A taxpayer must tell the 711 operator the number he or she wishes to call. The relay operator will dial it and then communicate using a TTY with the taxpayer.



Town of Glastonbury

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

Richard J. Johnson
Town Manager

ITEM #7
05-25-2021 Meeting

May 21, 2021

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.

2. Capital Improvement Program

This topic involves funding options for the Town's highly successfully Capital Improvement Program. Specifically, the role of borrowing to complement the long-standing protocol of funding capital projects on a pay as you go basis through the Capital Reserve Fund. There are a number of scenarios for bond issues subject to approval at referendum. At this point, a Capital Planning Workshop is contemplated for early September at which time options and scenarios will be reviewed in detail. In the meantime, the Board of Finance continues to express interest in this topic and I would expect to review basic scenarios with the Board of Finance over coming weeks.

3. JB Williams Park

A project to update and reconfigure the parking area at the popular JB Williams Park is scheduled for this fall. The project components include resurfacing the parking area (processed gravel), post and wood beam fencing, new lighting, signage, landscaping and related improvements. This project will improve access, parking, way finding, appearance and complement this busy destination.

4. Town Offices

All Town offices will reopen on or by Tuesday, June 1st. This includes Town Hall. Health protocols will be in place for staff and visitors.

5. American Rescue Plan Act

The attached publication by the US Treasury provides a good overview of the American Rescue Plan Act. Glastonbury is expected to receive \$10M± for general government. These funds will be distributed 50% each in 2021 and 2022. A more detailed report on potential uses will be forwarded over coming weeks to serve as a basis for specific discussions.

6. Tailgating (Following Too Close)

In response to recent public comment, I asked Chief Porter to provide the attached summary concerning tailgating and aggressive driving.

7. Memorial Day

The Memorial Day Parade will step off at 9:00 a.m. on Monday, May 31st from the corner of Main Street and Welles Street. The parade will be followed by a ceremony at Hubbard Green.

8. Pollinator Pathways and Native Plantings

Council Member McChesney asked to discuss this topic on Tuesday evening. A pollinator pathway generally supports habitat and food sources for pollinating insects and wild life by linking corridors. This includes bees, butterflies, humming birds, etc. The attached pages describe the general concept and benefits. I understand Glastonbury Partners in Planting (GPIP) is interested in working to establish and encourage pathways and to get the word out on how property owners can support. Native plantings involve the use of natives when landscaping public and private properties. For Town projects, this approach has been supported for some time including the Riverfront Park, RCC, Nayaug Elementary School and others at which all or most plantings are native. Council Member McChesney will comment on this topic further.

Sincerely,



Richard J. Johnson
Town Manager

RJJ/sal
Attachments

News

Weekly Town Manager COVID-19 Update - May 21, 2021

Post Date: 05/21/2021 11:12 AM

Recent COVID-19 updates for the Town of Glastonbury are summarized in this weekly update.

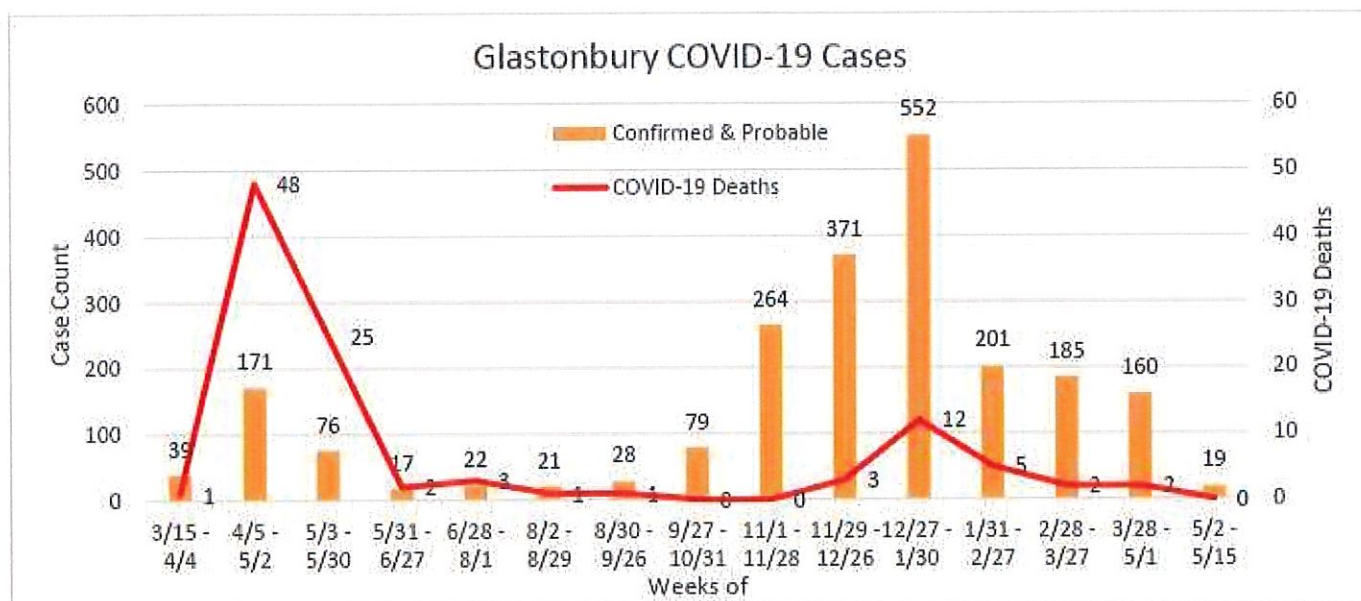
Glastonbury COVID-19 Figures

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

As per CT Department of Public Health (CT DPH) lab testing data available 5/15/21:

- 22,895 COVID-19 tests have been performed on residents (+193)
- Of the 22,895 tests, 2,205 (+20) are laboratory confirmed positive and probable cases of COVID-19
- Deaths are recorded using information from the Office of the Chief Medical Examiner. No new deaths were recorded this week, leaving the loss of Glastonbury residents at 105 people (+0).
- By gender, a total of 1,157 female (+11) and 1,048 male (+9) positive cases have been reported.

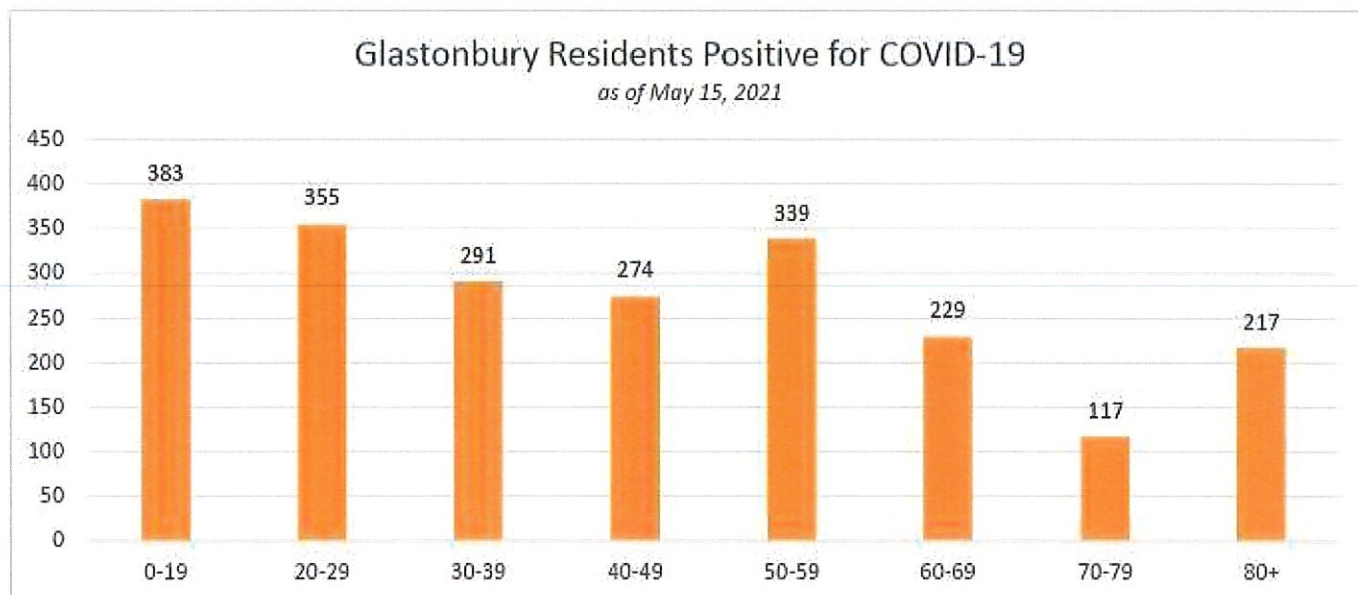
The graph below shows a count of residents with confirmed positive and probable cases and COVID-19 related deaths in approximate one-month timeframes beginning in March 2020. *Notes: COVID-19 deaths are depicted on a secondary Y axis with a separate (right hand) scale. The data in the last column only represents data for 5/2–5/15.*



The CT DPH’s weekly color-coded Town Alert System map shows positive COVID-19 cases per 100,000 population using a 14 day average. (Please note, the map does not include cases among people who reside in nursing homes, assisted living, or correctional facilities.) As of Thursday, 5/20, Glastonbury is currently in

Yellow with 6.4 cases per 100,000 and 8 of the 169 Connecticut cities and towns are in the Red zone with 15+ cases per 100,000 population.

The number of Glastonbury cases **by age group** is shown in the following chart:



- [View the Connecticut COVID-19 website, including resources & data points](#)
- [Latest COVID-19 Data on Nursing Homes and Assisted Living Facilities](#)

State of Connecticut Update on Masks and Face Coverings

- As of May 19, 2021, Connecticut's protocols regarding masks and face coverings were updated to align with the recently modified CDC recommendations. In general, the protocols that are currently in effect statewide include masks not required when outdoors, but will still be required indoors under certain conditions. For a complete list of protocols, please click on the following link: [**Executive Order No. 12A**](#)

Schedule your Vaccines in time for upcoming / summer celebrations

- With the summer months and several holidays quickly approaching, the Glastonbury Health Department is encouraging all residents to get their COVID-19 vaccine shots in time to achieve full vaccination status for these celebratory gatherings. As a reminder, an individual is not considered “fully vaccinated” until 2 weeks after their second shot (or first shot if choosing the Johnson & Johnson vaccine) is administered. Residents are encouraged to be mindful when scheduling your vaccines in anticipation of the upcoming holidays and summer gatherings – e.g. Father’s Day, Independence Day, and other summer festivities. Vaccines can be obtained from a wide array of local providers, pharmacies, and organizations. Please visit ct.gov/covidvaccine to find a clinic near you.

Upcoming COVID-Related Events

- [“Empowering Parents” Support Group](#) - May 26, June 9 and 23

Reminders:

- General vaccine information -[ct.gov/covidvaccine](https://www.ct.gov/covidvaccine)
- VAMS Enrollment scheduling form: <https://dphsubmissions.ct.gov/OnlineVaccine>

For an overview of how the pandemic continues to affect Town operations and programming, please visit www.glastonburyct.gov/covid19 and click on the 3 document links under the introductory paragraph. The Town will continue to provide any updates it receives through this weekly update and the Town website/Facebook page as applicable.

Sincerely,

Richard J. Johnson
Town Manager

[Return to full list >>](#)



Coronavirus State and Local Fiscal Recovery Funds

The American Rescue Plan will deliver \$350 billion for state, local, territorial, and Tribal governments to respond to the COVID-19 emergency and bring back jobs.

The Coronavirus State and Local Fiscal Recovery Funds provide a substantial infusion of resources to help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery.

Funding Objectives

- **Support urgent COVID-19 response efforts** to continue to decrease spread of the virus and bring the pandemic under control
- **Replace lost public sector revenue** to strengthen support for vital public services and help retain jobs
- **Support immediate economic stabilization** for households and businesses
- **Address systemic public health and economic challenges** that have contributed to the inequal impact of the pandemic

Eligible Jurisdictions & Allocations

Direct Recipients

- States and District of Columbia (\$195.3 billion)
- Counties (\$65.1 billion)
- Metropolitan cities (\$45.6 billion)
- Tribal governments (\$20.0 billion)
- Territories (\$4.5 billion)

Indirect Recipients

- Non-entitlement units (\$19.5 billion)



Support Public Health Response

Fund COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff



Address Negative Economic Impacts

Respond to economic harms to workers, families, small businesses, impacted industries, and the public sector



Replace Public Sector Revenue Loss

Use funds to provide government services to the extent of the reduction in revenue experienced due to the pandemic



Premium Pay for Essential Workers

Offer additional support to those who have and will bear the greatest health risks because of their service in critical infrastructure sectors



Water and Sewer Infrastructure

Make necessary investments to improve access to clean drinking water and invest in wastewater and stormwater infrastructure



Broadband Infrastructure

Make necessary investments to provide unserved or underserved locations with new or expanded broadband access



For More Information: Please visit www.treasury.gov/SLFRP

For Media Inquiries: Please contact the U.S. Treasury Press Office at (202) 622-2960

For General Inquiries: Please email SLFRP@treasury.gov for additional information



Example Uses of Funds

⊕ Support Public Health Response

- **Services to contain and mitigate the spread of COVID-19**, including vaccination, medical expenses, testing, contact tracing, quarantine costs, capacity enhancements, and many related activities
- **Behavioral healthcare services**, including mental health or substance misuse treatment, crisis intervention, and related services
- **Payroll and covered benefits** for public health, healthcare, human services, and public safety staff to the extent that they work on the COVID-19 response

🏛️ Replace Public Sector Revenue Loss

- **Ensure continuity of vital government services** by filling budget shortfalls
- **Revenue loss is calculated** relative to the expected trend, beginning with the last full fiscal year pre-pandemic and adjusted annually for growth
- **Recipients may re-calculate revenue loss** at multiple points during the program, supporting those entities that experience revenue loss with a lag

🚰 Water & Sewer Infrastructure

- **Includes improvements to infrastructure**, such as building or upgrading facilities and transmission, distribution, and storage systems
- **Eligible uses aligned to Environmental Protection Agency project categories** for the Clean Water State Revolving Fund and Drinking Water State Revolving Fund

📍 Equity-Focused Services

- **Additional flexibility for the hardest-hit communities and families** to address health disparities, invest in housing, address educational disparities, and promote healthy childhood environments
- **Broadly applicable** to Qualified Census Tracts, other disproportionately impacted areas, and when provided by Tribal governments

🏠 Address Negative Economic Impacts

- **Deliver assistance to workers and families**, including support for unemployed workers, aid to households, and survivor's benefits for families of COVID-19 victims
- **Support small businesses** with loans, grants, in-kind assistance, and counseling programs
- **Speed the recovery of impacted industries**, including the tourism, travel, and hospitality sectors
- **Rebuild public sector capacity** by rehiring staff, replenishing state unemployment insurance funds, and implementing economic relief programs

👤 Premium Pay for Essential Workers

- **Provide premium pay to essential workers**, both directly and through grants to third-party employers
- **Prioritize low- and moderate-income workers**, who face the greatest mismatch between employment-related health risks and compensation
- **Key sectors include** healthcare, grocery and food services, education, childcare, sanitation, and transit
- **Must be fully additive** to a worker's wages

📶 Broadband Infrastructure

- **Focus on households and businesses** without access to broadband and those with connections that do not provide minimally acceptable speeds
- **Fund projects that deliver reliable service** with minimum 100 Mbps download / 100 Mbps upload speeds unless impracticable
- **Complement broadband investments** made through the Capital Projects Fund

⊖ Ineligible Uses

- **Changes that reduce net tax revenue** must not be offset with American Rescue Plan funds
- **Extraordinary payments into a pension fund** are a prohibited use of this funding
- **Other restrictions apply** to eligible uses

The examples listed in this document are non-exhaustive, do not describe all terms and conditions associated with the use of this funding, and do not describe all the restrictions on use that may apply. The U.S. Department of the Treasury provides this document, the State and Local contact channels, and other resources for informational purposes. Although efforts have been made to ensure the accuracy of the information provided, the information is subject to change or correction. Any Coronavirus State and Local Fiscal Recovery Funds received will be subject to the terms and conditions of the agreement entered into by Treasury and the respective jurisdiction, which shall incorporate the provisions of the Interim Final Rule and/or Final Rule that implements this program.

Tailgating and Aggressive Driving

Aggressive and distracted driving are a major public concern and have been the subject of numerous studies. Aggressive driving includes a series of offenses and violations such as tailgating. There are a number of theories as to the causes of aggressive driving including: traffic congestion, time pressures, retaliation, watching others break the rules and a culture of disrespect on the roadways.ⁱ

Aggressive and distracted driving are the leading cause of accidents in the United States. Rear-end crashes are the most frequently occurring type of collision, accounting for approximately 29% of all crashes (NHTSA, 2017)ⁱⁱ. Tailgating is a contributing factor in more than one-third of all crashes on the road. (TeenSafe, 2018)ⁱⁱⁱ. Over the previous three years, tailgating has been identified as the primary contributing factor in 29% of Glastonbury crashes.

According to insurify.com, a recent study found that Connecticut ranked #7 in the country with 22 drivers cited for tailgating per 10,000 drivers (the national average is 14 out of 10,000).^{iv} Glastonbury officers have cited 389 drivers for tailgating violations over the previous 3 years

Connecticut has enacted legislation to address aggressive driving, including changes that make tailgating a more serious offense if it results in an accident or a crime if it is intended to harass another. The following Connecticut General Statutes [in part] address tailgating and tailgating with intent to harass.

Sec. 14-240. Vehicles to be driven reasonable distance apart. (a) No person operating a motor vehicle shall follow another vehicle more closely than is reasonable and prudent, having regard for the speed of such vehicles, the traffic upon and the condition of the highway and weather conditions.

2021 MAY 21 PM 12:05

RECEIVED

(d) Any person who violates any provision of this section shall have committed an infraction, except that ... if the violation results in a motor vehicle accident, such person shall have committed a violation and shall be fined not less than one hundred dollars nor more than two hundred dollars.

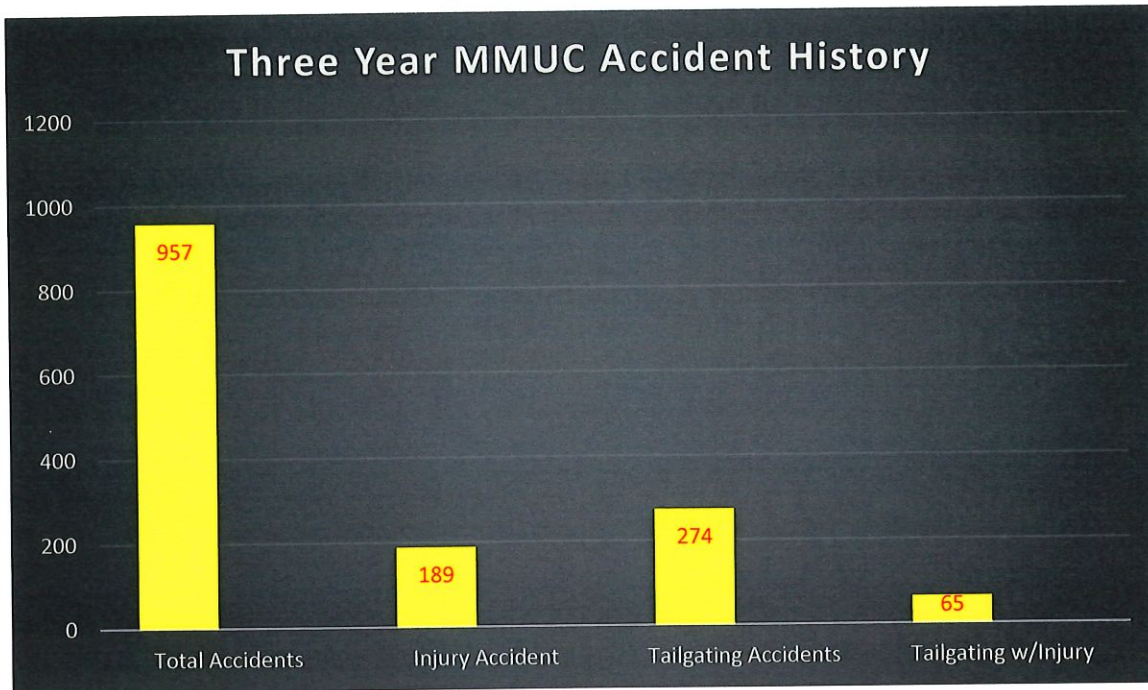
Sec. 14-240a. Vehicles to be driven reasonable distance apart. Intent to harass or intimidate. (a) No person operating a motor vehicle shall follow another vehicle more closely than is reasonable and prudent, having regard for the speed of such vehicles, the traffic upon and the condition of the roadway or highway and weather conditions, with the intent to harass or intimidate the operator of the preceding motor vehicle.

(b) Any person who violates the provisions of this section shall be fined not less than one hundred dollars nor more than three hundred dollars or imprisoned not more than thirty days or be both fined and imprisoned for the first offense and for each subsequent offense shall be fined not more than six hundred dollars or imprisoned not more than one year or be both fined and imprisoned.

When Connecticut police officers investigate motor vehicle crashes on public roads (and certain private property accidents), they complete a Model Minimum Uniform Crash Criteria (MMUC) report for each crash. The MMUC captures motor vehicle crash data elements and their attributes. The data is then transmitted electronically to the State of Connecticut Department of Transportation (DOT), and then to the UCONN Connecticut Crash Data Repository (CTCDR). Members can then perform complex queries of CTCDR data, which can help identify trends or patterns.

An analysis of Glastonbury's CTCDR data over the past three years is presented in the tables below. While tailgating crashes with injury only account for approximately 7% of all crashes, approximately $\frac{1}{4}$ of all tailgating crashes result in injury.

Three Year MMUC Accident History		
	Total	Percentage of Total
Crashes	957	100%
Injury Crashes	189	19.7%
Tailgating Crashes	274	28.6%
Tailgating w/Injury	65	6.8% (23.7% of all tailgating crashes)



Enforcing tailgating laws can be challenging for police unless there is a collision or evidence to support road rage. In virtually every rear-end crash, the driver who struck another from behind will be found at fault and cited for failing to drive a reasonable distance apart and causing an accident. Absent a collision, officers must be able to observe the vehicles in operation and then make a decision as to whether there is probable cause to charge the driver with tailgating. This is complicated, as the controlling laws are ambiguous, and require the officer to make a subjective decision

based upon his/her interpretation of what “reasonable and prudent” is, taking into consideration speed, distance, traffic, weather, and highway conditions. What is reasonable and prudent can vary significantly from driver to driver and vehicle to vehicle based in part on driver experience and vehicle capability.

Most drivers have been trained to leave a three second gap between the car in front (i.e. the three second rule), or one car length for every 10 mph. These are prudent recommendations, but they are not necessarily per se legally sufficient to support a charge.

Technology exists that can measure speed and distance between vehicles, and while the resulting data can be useful as evidence should a case go to court, it is expensive and the subjectivity problem remains, particularly with “close calls”. What is a car length? Is it reasonable to expect a driver traveling 40 mph to know the difference between three or four car lengths, or to continually and accurately calculate a three-second distance between the vehicle in front?

Most motorists have likely witnessed or been victims of tailgating instances so egregious that there could be little doubt as to its recklessness and illegality, but officers rarely see this, as drivers tend to adjust rather quickly their behavior upon seeing a police officer. Egregious cases are easier to enforce when an officer has occasion to witness the violation, or a resulting crash.

There are steps that can be taken to try to reduce instances of tailgating and other aggressive driving behaviors. Research has shown that a combination of intensive public education campaigns to encourage compliance and develop public support, and aggressive enforcement have been effective in reducing unsafe driving behaviors.

The DOT is experienced in promoting successful, mass education campaigns with Connecticut Police Departments, such as distracted driving, click it or ticket and DUI. Perhaps aggressive driving and tailgating can be added to the programs, and police can dedicate time to aggressively enforcing violations.

Support from prosecutors who are responsible for determining the outcome of contested citations is paramount. Citations that are “thrown out of court” may be detrimental to behavior modification and may discourage police from enforcement. Prosecutors can work towards agreeing on standards that will remove some of the subjectivity associated with enforcement, allowing for prosecution that is more successful. Technology can be purchased through Municipal fees Towns receive from infractions, grants and other sources.

ⁱ https://one.nhtsa.gov/people/injury/research/aggressionwisc/chapter_1.htm

ⁱⁱ

<https://crashstats.nhtsa.dot.gov/Api/Public/ViewPublication/812603#:~:text=There%20were%2037%2C133%20people%20killed,increases%20in%202015%20and%202016.&text=percent%2C%20from%201.19%20in%202016%20to%201.16%20in%202017.>

ⁱⁱⁱ <https://teensafe.net/>

^{iv} [https://insurify.com/insights/states-with-the-most-tailgating-violations/#:~:text=most%20tailgating%20violations.-,Insights,Traffic%20Safety%20Administration%20\(NHTSA\).](https://insurify.com/insights/states-with-the-most-tailgating-violations/#:~:text=most%20tailgating%20violations.-,Insights,Traffic%20Safety%20Administration%20(NHTSA).)



Pollinator Pathways

Establishing pollinator-friendly habitats and food sources for bees, butterflies, hummingbirds and other pollinating insects and wildlife

[Home](#)

[About](#)

[Pollinator Pathways](#)

[Pesticides](#)

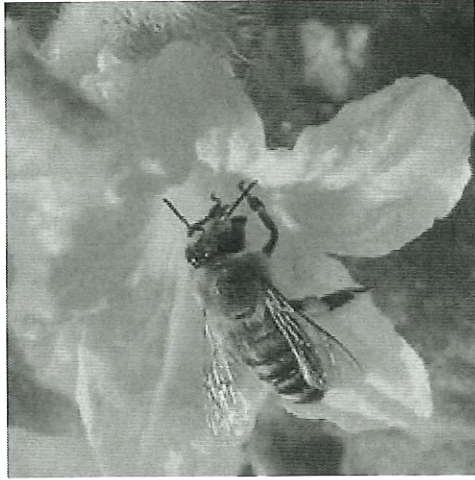
[Your Backyard](#)

[Invasive Threats](#)

[Resources](#)

[Get Involved](#)

[Upcoming Events](#)



How to “Bee” Part of the Pollinator Pathway

Create a way-station for pollinators!

- plant native pollinator-friendly trees, shrubs, and perennials!
- provide a source of clean water
- leave some dead wood and dirt patches for nesting bees

Rethink your lawn.

- leave the clippings on the grass as fertilizer rather than adding chemicals
- leave the leaves--many pollinators overwinter in leaf matter
- consider the use of slow-release organic fertilizers or none at all
- reduce lawn size by adding native plants
- mow less often
- no need for pesticides! this means a healthy lawn for your children and pets too!

Sign Up!

To Sign up, call (877-679-2463) or [email us!](#) and learn about planting parties, get resources about invasive and native plants, and be invited to community events!

This Pollinator Pathway project is organized by volunteers from town conservation organizations ([listed on each town's page](#)) working together to establish pollinator-friendly habitat and food sources for bees, butterflies, hummingbirds and other pollinating insects and wildlife along a series of continuous corridors. Most native bees have a range of about 750 meters, so the goal is to connect properties that are no farther apart than that. This project began in 2017 in Wilton, CT. Since then, pathways have been established in over 200 towns in CT, NY, MA, NJ, PA and the list keeps growing.

Without pollinators, we can't feed ourselves. Pollination enables the plants in our yards, parks, farms and orchards to reproduce. Imported European honey bees are the bees we think of most often, but there are over 4000 species of bees native to the United States, and they play a vital role in pollinating the plants we rely on in our communities. Pollinator populations are in sharp decline because of pesticide use and loss of habitat. Bee populations, both native and honey bees, have seen sharp declines. Monarch butterflies have declined by 94.6% in the last 20 years, according to the [US Wildlife Federation](#). A recent [German study](#) shows a 75% decline in all flying insects in the last 25 years. The threat to pollinators is a threat to us!

Because the Pollinator Pathway “de-fragments” the environment, it benefits our ecosystem as a whole. Our landscape has been chopped up, or fragmented, through urban- and suburban-ization. The problem is, we can no longer support sustainable populations of wildlife in our isolated parks and preserves alone, as Dr. Doug Tallamy, University of Delaware entomologist, [argues so eloquently](#) in his book [Bringing Nature Home](#). Luckily, there is a solution. If we begin to manage our own yards organically and with native plantings we can use them to connect parks and

preserves, creating crucial corridors for wildlife. That is the idea behind the Pollinator Pathway.

How to join:

Everyone can join by avoiding the use of pesticides and lawn chemicals and planting native, pollinator-friendly plants ([lists of pollinator plants native to the North East available here](#)). Residents can add anywhere from one pollinator-friendly tree, shrub or planter, to a small pollinator garden or a full meadow. Towns can create a pathway by following the steps laid out here.

Why do native plants matter? Our local pollinators have evolved to depend on our local plants. Our caterpillars and bees can't use trees from China and Japan. The monarch butterfly is a good example as it must have the milkweed plant to survive. Without the milkweed, there will be no monarchs, and we don't typically put these "weeds" in our yards. They have also been eradicated from fields by farmers, and now the monarch is in danger of extinction.

What to plant. [Here are our favorite plant lists.](#)

MEMORANDUM

To: Town Council Members

From: Rules of Procedure Subcommittee
Jake McChesney
Lillian Tanski

Date: May 25, 2021

Re: Report and Recommendation

The Rules of Procedure Subcommittee met on the morning of Tuesday, May 18, 2021. The purpose of the meeting was to review potential changes to the Council Rules of Procedure concerning remote participation in meetings by members of the Council and general public. Based on the meeting discussion, the following amendments are proposed for Council review and action on Tuesday evening.

Remote Participation

This is a new section of the Rules establishing a protocol for Council member attendance at Regular, Special and Emergency meetings by video conference.

Appendix 4

Confirms process for written, video conference and in-person public comment and public hearing testimony.

Meeting Conduct

Confirms expected conduct at Council meetings.

We will be prepared to discuss this report and recommendation on Tuesday evening.

RJJ/sal

**RULES OF PROCEDURE
GLASTONBURY TOWN COUNCIL
2019- 2021**

INTRODUCTION:

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

Council meetings will be conducted in a businesslike, respectful manner in accordance with these Rules of Procedure. Profanity, loud, disrespectful, threatening or disruptive behavior by meeting attendees is not permitted and the Chairman may terminate the individual(s) privilege to address the Council and may have the individual(s) removed from the meeting venue.

1. REGULAR MEETINGS:

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

2. SPECIAL MEETINGS:

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

3. EMERGENCY MEETINGS:

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

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

4. PUBLIC COMMENT SESSION:

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

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

5. ORDER OF BUSINESS:

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

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

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

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

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

6. AGENDA:

- (a) All reports, communications or other matters to be submitted to the Council shall be delivered to the Town Manager at least seven (7) days prior to each regular meeting. When action of the Council is desired, a specific resolution or ordinance, or recommendation for the type of action, should be included with the material submitted. No action shall be taken under Committee Reports or Appointments and Resignations unless a specific subject matter is indicated on the agenda.

- (b) The Town Manager shall form an agenda by listing such matters according to the order of business above and shall generally meet with Council Leadership the week prior to each regular meeting to review proposed agenda topics. The Town Manager shall furnish each member of the Council a copy of the agenda and the supporting material at least four (4) days prior to the Council meeting, if reasonably possible. Simultaneously, a copy of the agenda shall be furnished to the Town Clerk's Office. In addition, the Town Manager shall arrange for display of one or more copies of the agenda for use of the general public at the time of the meetings of the Council in an appropriate manner.
- (c) Matters may be added to the agenda for a regular meeting upon the affirmative vote of two-thirds of the members present and voting but not fewer than five (5) affirmative votes.
- (d) Action may only be taken at a regular meeting concerning matters that are on the agenda for that regular meeting as a result of either (a) or (c) above. The absence of a resolution or ordinance or recommendation for type of action in the agenda or supporting material shall not be cause for prohibiting action that is otherwise proper.

7. PRIVILEGE OF THE FLOOR:

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

8. MOTIONS:

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

9. CONSENT CALENDAR:

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

- (e) On objection by any member of the Council to inclusion of any item on the Consent Calendar, that item shall be removed from the Consent Calendar. Such objection may be recorded at any time prior to the taking of a vote on the motion to approve the Consent Calendar. All such items shall be considered individually in an order determined by the Chairman.
- (f) Approval of the motion to approve the Consent Calendar shall be fully equivalent to approval, adoption or enactment of each motion, resolution, ordinance or other item of business thereon, exactly as if each had been acted upon individually.
- (g) The Consent Calendar may include appointments and resignations.

10. CONDUCT OF PUBLIC HEARINGS:

A. General Provisions:

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

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

B. Specific Provisions:

(a) Identification

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

(b) Time Allotted to Hearings

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

(c) Speaking at Public Hearings

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

(d) Limit on Time a Person May Speak

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

speakers may, at the discretion of the Chairman, address remarks to the new material.

(e) Additional Information Following Conclusion of Public Hearing

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

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

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

11. COMMITTEES:

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

12. AMENDMENTS:

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

13. REPEAL:

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

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

14. GENERAL GUIDELINES:

Executive Session

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

Public Hearings

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

Remote Participation

Council Members may attend Regular, Special and Emergency meetings through remote participation (video conferencing) in accordance with the following protocols:

1. Members participating by video conference can be viewed and heard by other Council Members and the public attending in person and by video conference.
2. As reasonably possible, a member planning to attend an in-person meeting by video conference shall provide the Council and Town Manager at least two days' notice of such plans.
3. Remote participation is generally contemplated for illness, injury, public health considerations and similar reasons. The expectation is that such participation will be limited in duration and occurrence.
4. Absent extenuating circumstances, attendance by video conference shall be limited to four members at any in-person meeting.
5. Members of the public may attend in-person Council meetings through video conference and offer comment through the public comment session and public hearing process subject to the protocols described per Appendix 4 of these Rules.

ADOPTED: February 23, 1982
REVISED: February 22, 1983
REVISED: November 16, 1983
REVISED: May 29, 1984
REVISED: November 26, 1985
REVISED: April 14, 1987
REVISED: January 9, 1990
REVISED: May 28, 1991
REVISED: December 10, 1991
REVISED: May 12, 1992
REVISED: November 23, 1993
REVISED: December 14, 1993
REVISED: December 12, 1995
REVISED: December 9, 1997
REVISED: December 14, 1999
REVISED: January 8, 2003
REVISED: NOVEMBER 25, 2003
REVISED: NOVEMBER 15, 2005
REVISED: DECEMBER 5, 2007
REVISED: DECEMBER 9, 2009
REVISED: JANUARY 10, 2012
REVISED: DECEMBER 3, 2013
REVISED: DECEMBER 1, 2015
REVISED: DECEMBER 5, 2017
REVISED: JANUARY 14, 2020
REVISED: MARCH 10, 2020 (addition of Appendix 3 – Acceptance of Gifts and Donations)

**GLASTONBURY TOWN COUNCIL
EMERGENCY AND SPECIAL MEETINGS**

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

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

E-mail address: _____

(Name) _____

(Date) _____

DRAFT

APPENDIX 1

GUIDELINES FOR UTILIZING SERVICES OF TOWN ATTORNEY AND CATALOGING OF OPINIONS

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

Revised 12/12/95

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

APPENDIX 2

GLASTONBURY TOWN COUNCIL RECOMMENDED PROTOCOLS
29TH COUNCIL

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

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

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

AMENDED NOVEMBER 25, 2003

**APPENDIX 3
(Rules of Procedure)**

**TOWN COUNCIL POLICY
ACCEPTANCE OF GIFTS AND DONATIONS**

This policy, enacted by the Town Council, shall guide Town acceptance of gifts and donations. The Town Manager is hereby authorized to accept gifts and donations with an estimated value of \$25,000 or less and shall advise the Council of all gifts and donations of a significant value. Town Council approval shall be required for gifts and donations with an estimated value of approximately \$25,000 or more. When accepting gifts and donations, the Town Manager and Town Council should consider the general factors below and any others as deemed appropriate or applicable on a case by case basis.

Will the Gift/Donation:

1. Align with Town policies, programs, goals, and objectives?
2. Create a conflict of interest, or have the potential to negatively influence Town operations or reputation?
3. Require an ongoing level of operating and maintenance expenses which would make it unduly burdensome or cost prohibitive to accept?
4. Result in added operating or capital costs not available or not appropriated for the item(s) to be supported by the gift or donation?
5. Pose a burdensome level of additional potential liability and insurance requirements or legal obligations?

Council approval shall not be required for gifts and donations that replace existing materials and equipment or support and supplement Town funding for materials, equipment, programs, and services.

**Adopted by the Glastonbury Town Council
Date: March 10, 2020**

**APPENDIX 4
(Rules of Procedure)**

**TOWN COUNCIL POLICY
REMOTE PARTICIPATION BY THE PUBLIC**

- Public comments can be submitted in writing through the Town website until 2:00 p.m. on the day immediately preceding the respective Council meeting. Written public comment will include the writer's name and address and be limited to what can reasonably be read to the meeting record in three (3) minutes or less. Written public comment will be read during the public comment session.
- Public hearing testimony can be submitted in writing through the Town website until 2:00 p.m. on the day immediately preceding the respective Council meeting and public hearing. Written public hearing testimony will include the writer's name and address and be limited to what can reasonably be read to the meeting record in five (5) minutes or less. Written public hearing testimony will be read during the public hearing.
- Live public comment and public hearing testimony can be given by attending the meeting in person or through video conference.



INSTR # 2021004302
DATE FILED 05/18/2021 09:52:55 AM
MICHELLE KRAMPITZ
TOWN CLERK
GLASTONBURY CT

**GLASTONBURY TOWN COUNCIL
REGULAR MEETING MINUTES
TUESDAY, MAY 11, 2021**

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
- Dr. Stewart Beckett III
- Ms. Mary LaChance
- Ms. Deborah A. Carroll
- Mr. Whit C. Osgood
- Mr. Kurt P. Cavanaugh
- Mr. Jacob McChesney
- Ms. Lillian Tanski

a. Pledge of Allegiance

Led by Mr. Bobby Ashton

2. Public Comment.

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

CJ Mozzochi of 227 Hebron Avenue, demanded the immediate removal of Mr. Johnson as Town Manager, citing two grievances: his “bias against women” in his decision to promote Officer Shubert, which resulted in her receiving a \$130,000 settlement of her Federal Court discrimination suit; and because he violated the FOIA by delaying Dr. Mozzochi’s request for documents concerning her suit for almost three months. Dr. Mozzochi noted that if his comments were not read at this meeting, then he would add a count to his forthcoming Federal Court discrimination suit against the Town and various Town officials.

Mr. Niland opened the floor for attendees to comment.

Bruce Bowman of 62 Morgan Drive, encouraged future Town meetings to become hybrid, in order to encourage easier participation from Glastonbury citizens, while maintaining COVID-19 safety regulations.

3. Special Reports.

None

4. Old Business.

None

5. New Business.

a. Discussion and possible action concerning new sidewalk construction for 2021 season. *Tabled*

Mr. Johnson explained that the capital budget now allocates about \$195,000 and effective July 1 an additional \$300,000. The Spring Street sidewalk project is relatively high on the sidewalk matrix. When the Council took action on that, there was a suggestion that Bantle Road be included in the design phase. However, before proceeding with that, Mr. Johnson wanted to check and verify if that is still the plan going forward. Additionally, during the budget process, he noted that there were smaller additional sidewalk projects proposed, such as on the east side of House Street and between Overlook Road and the intersection of Buttonball Lane and Route 17. The Town engineering department does the design for these projects.

Mr. Osgood asked about costs. Mr. Johnson stated that the House Street section is about \$41,000 and the section along Route 17 is about \$87,000. Mr. Osgood asked about the estimates for the Main Street project. Mr. Johnson stated that they will be meeting in two weeks to discuss that. Mr. Pennington added that they will give numbers associated with all of the alternatives when the Council discusses this at a further meeting. Mr. Osgood suggested tabling this discussion for possible action in two weeks.

Motion by: Mr. Niland

Seconded by: Dr. Beckett

BE IT RESOLVED, that the Glastonbury Town Council hereby tables discussion and possible action to their next meeting.

Result: Motion to table was passed unanimously {9-0-0}.

b. Discussion concerning protocols for return to in-person Council meetings.

Mr. Johnson explained that the suspension of the Governor's Executive Order means that, as of May 20, the Town is back to in-person meetings. The FOI has not visited the topic of hybrid meetings since 1980, when the only electronic participation option was via telephone. Mr. Johnson reviewed the following points to consider if the next Council meeting, scheduled for May 25, will be held in-person:

Point 1: All visitors to Town Hall will be required to wear a mask. He asked if councilmembers will be required to wear a mask at all times, except when speaking. Mr. McChesney and Ms. Tanski had no problem with council members wearing a mask. Ms. Tanski stated that if the public is required to wear a mask, then it is responsible leadership to do so, as well. However, she does not find it appropriate to discuss people's private health information (such as disclosing

one's vaccination status) in a public meeting. Ms. Carroll concurred. The Council agreed by consensus for councilmembers to wear a mask at the meeting.

Point 2: Visitors will be required to observe social distancing. The podium will be moved away from the dais, and the first three rows of seating will be empty. The Council agreed by consensus.

Point 3: Plexiglass panels will be placed on the floor next to each chair, between council members. There will be one on top of the podium, as well. The Council agreed by consensus.

Point 4: Mr. Johnson stated that they may not be able to continue the hybrid meetings, unless it is by the guidance provided by FOI. They expect to continue to receive public comment in the written format, however, the question is whether they could continue to receive it via a Zoom format. He has not found anything that allows for that, other than by calling in via telephone on a limited basis. Mr. Johnson noted that if the state legislature codifies bills such as 7B1 in June, then these discussions could become a moot point and hybrid participation would be allowed. Ms. Carroll suggested putting it on the agenda of their next meeting to amend their bylaws, so that for future meetings, some council members could call in via phone or Zoom. This would serve as a hybrid model of conducting Town meetings.

Motion by: Ms. Carroll

Seconded by: Mr. Osgood

BE IT RESOLVED, that the Glastonbury Town Council hereby adds to the next meeting agenda a possible electronic option for councilmembers to participate remotely at their next Council meeting.

Disc: Mr. McChesney stated that the Executive Order made all meetings remote, which violates their bylaws. He supports placing this on the next meeting agenda. Dr. Beckett clarified that the state Executive Order superseded all of their local bylaws. Ms. Tanski also supports placing this on the next meeting agenda. At the next Council meeting, only Mr. Cavanaugh is scheduled to tune in remotely via phone/Zoom, but the capability will be in place for other council members to do the same, should it be necessary.

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

Motion by: Ms. Carroll

Seconded by: Mr. Niland

BE IT RESOLVED, that the Glastonbury Town Council hereby allows for participation by council members by electronic means for the next two Council meetings, with an understanding that the Rules of Procedure subcommittee will return at their next meeting with parameters for

potential remote participation, and incorporation of whatever State guidance the Council will receive before the end of June 2021.

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

Mr. Johnson reiterated that the effective date for return is May 25, 2021. They have looked at a possible maximum attendance number in Council Chambers. He pointed out a potential future difficulty with large turnout. They are looking at ways to limit attendance at Council Chambers, such as queuing up outside or migrating the meetings to a larger space, such as the Academy Cafeteria or the Riverfront Community Center. Both locations can telecast live.

c. Action on funding to support purchase of the Lombardo Farm by the Manchester Land Trust (refer to Board of Finance and Town Plan and Zoning; set public hearing).

Mr. Gullotta stated that if they are to pay \$34,000 for two acres of Glastonbury land, then the Town of Glastonbury ought to own that land. Mr. McChesney agreed, stating that he is not opposed to preserving open land, but he does not like the idea of just donating land to an organization. Ms. Tanski remarked that this raises a dangerous precedent. Ms. Carroll stated that this is a non-starter, unless the Manchester Conservation Land Trust is willing to say that those two acres are part of the Town of Glastonbury. She asked that Mr. Johnson approach the Land Trust with Glastonbury's demand that the ownership be retained by Glastonbury. He agreed to do so.

Mr. Osgood countered that they have donated to a lot of organizations which have provided services in Town. He does not see the benefit of subdividing the parcels because it will be more expensive, so it is cleaner to just donate this land. He also noted that its surrounding parcels would be protected as open land. Dr. Beckett agreed with Mr. Osgood's suggestion because the "my way or the highway" approach might irk Manchester and the project might fail, which would be a shame.

Mr. Gullotta would like some direction to provide to the BOF on where funding will come from. There is a capital account for land acquisition, which is typically for smaller acquisitions, totaling \$83,000. Mr. Johnson agreed that that account would be the appropriate funding source. Mr. Osgood concurred.

Motion by: Ms. Carroll

Seconded by: Mr. Osgood

BE IT RESOLVED, that the Glastonbury Town Council hereby approves the following concerning proposed Town purchase of the 2+ acres of the Lombardo Farm as part of the

overall acquisition of the 102-acre Farm by the Manchester Land Trust, with the understanding that Town Council recommends that those two acres be owned by the Town of Glastonbury

- 1. Referral to the Town Plan and Zoning Commission for a report and recommendation under CGS Section 8-24;*
- 2. Referral to the Board of Finance for a funding report and recommendation on the proposed \$34,000 appropriation;*
- 3. Recommendation that the Town Manager speak with the Manchester Conservation Land Trust regarding the ownership of the property.*
- 4. Schedules a public hearing for 8:00 p.m. on Tuesday, May 25, 2021, to consider the proposed acquisition and \$34,000 appropriation and transfer;*

all as described in a report by the Town Manager dated May 7, 2021.

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

d. Discussion on proposal by MD7 for lease of Town-owned communication tower at 2108 Main Street.

Mr. Johnson explained that there are a series of five-year terms for lease on the Town-owned communication tower. MD7 is a group that was hired by AT&T to look to renegotiate leases over a long-term period. They approached the Town with the following proposal: the lease term be extended out 30 years at a term of \$2,383 a month, or about \$28,600, as compared to the current \$36,000 escalated at a 2% a year; or a lump sum payment of \$500,000 for a 99-year lease.

The Town Manager's sense is to let the five-year term run out and see what 2023 brings. There was consensus from the Council that they are in agreement with the Town Manager to continue the current lease arrangement.

e. Action to purchase .2-acre site owned by the State of Connecticut located off Birch Mountain Road.

Mr. Johnson explained that the TPZ issued a favorable recommendation for this land acquisition. He noted that the \$1,000 charge is just an administrative charge and does need to be voted on. However, the purchase necessitates Council approval. The Council agreed to take action on it tonight.

Motion by: Mr. Osgood

Seconded by: Mr. Niland

BE IT RESOLVED, that the Glastonbury Town Council hereby approves the 2/10-acre land acquisition off of Birch Mountain Road.

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

6. Consent Calendar. *None*

7. Town Manager's Report.

Mr. Johnson explained that the American Rescue Plan Act allocation for counties has come out. Combined with the \$3.4 million town allocation, Glastonbury's allocation will total \$10 million over 2021 and 2022. Plus, an additional \$1.4 million will be received for education. Mr. Johnson will present a summary on the guidelines at the next Council meeting. The Town Memorial Day Parade is scheduled for 9:00 a.m. on Monday, May 31. The traditional program will be held at the Center Green, and there will be some modifications for COVID-19 regulations. Mr. Johnson has forwarded a batch of thank you notes from the community to various departments and individuals for their continuing good work.

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

Chairman Gullotta noted that he, Dr. Beckett, and Mr. Johnson met to discuss the water situation in Town. Senator Cassano has proposed a bill, which is moving through the legislature, for a statewide study on uranium. Mr. Gullotta stated that it would be wise for the Town to wait for that study's findings to be announced, in January 2022.

b. MDC.

Ms. LaChance stated that the MDC is very eager to help out when/if anything goes forward with the aforementioned water projects.

c. CRCOG. *None*

d. Racial Justice and Equity Commission

Ms. Carroll stated that the commission has still been meeting twice a month. They have started community outreach, but their primary work has been on the community survey. As of now, the survey is for community members, business owners, and those who come to Glastonbury. They intend to expand the survey to children soon, as currently, it is only for those 18 and over. They hope to roll out the survey in the next few weeks and to get as much participation as possible. They also hope to give an overview of what they have been doing at the next Council meeting. Ms. Tanski added that in-person attendance is still very much a racial justice and equity issue. The virtual participation of these meetings has been a tremendous benefit which is greatly appreciated by both members and the community.

e. Glastonbury Education Foundation

Mr. Niland explained that the Glastonbury Education Foundation (GEF) is conducting their annual Building Bridges 5K race on June 12. It will be held virtually from June 1 to June 11. There are a number of opportunities for people to sign up. He noted that the GEF presents some scholarships and the race benefits GEF, so he encouraged town-wide support and participation.

9. Communications.

- a. Letter from CT Siting Council regarding modifications to existing telecommunications facility located at New London Turnpike (a/k/a 299 Paxton Way).**

10. Minutes.

- a. Minutes of April 27, 2021 Regular Meeting.**

Motion by: Ms. Carroll

Seconded by: Dr. Beckett

Result: Minutes were accepted unanimously {9-0-0}.

- b. Minutes of April 27, 2021 Special Meeting.**

Motion by: Ms. Carroll

Seconded by: Dr. Beckett

Result: Minutes were accepted unanimously {9-0-0}.

11. Appointments and Resignations.

- a. Resignation of Sandy O'Leary from Zoning Board of Appeals (D-2021).**

Motion by: Ms. Carroll

Seconded by: Dr. Beckett

Result: The resignation was unanimously accepted with regret {9-0-0}.

- b. Appointment of Brian Comerford to Water Pollution Control Authority (R-2023).**

Motion by: Ms. Carroll

Seconded by: Dr. Beckett

Result: The appointment was unanimously accepted {9-0-0}.

12. Executive Session.

- a. Draft terms and conditions – sale of Town-owned land – Eastern Boulevard.**
b. Draft terms and conditions – lease of Town-owned land – Oakwood Drive.

Motion by: Ms. Carroll

Seconded by: Mr. Osgood

BE IT RESOLVED, that the Glastonbury Town Council hereby enters into executive session to discuss draft terms and conditions for both sale and lease of Town-owned land at 8:45 P.M.

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

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

No votes were taken during the Executive Session, which ended at 9:05 P.M.

Meeting adjourned at 9:06 P.M.

Respectfully submitted,

Lilly Torosyan

Lilly Torosyan
Recording Clerk

Thomas Gullotta
Chairman

TO FIRE COMMISSION CAHIRMAN

Main Street Co.One
Glastonbury. Conn. 06033

RECEIVED
2021 MAY 21 AM 8:15
TOWN MANAGER

Dear Chuck—

It is with deep regrets that I have to resign from My Commission on the Commission.

According to the charter, a member of elected Commission, must reside in or have his primary employment in Glastonbury.

There fore I resign my seat as of FRIDAY June 25, 2021.

I have ben honored to have served the town, as a temporary appointment starting in 1986, upon the resignation of Thorn Perry, do to health reasons. I served that two years, and have been elected since then. I served most of my time either as Chairman, or Vice Chairman. Two terms serving as chairman under a Democratic council at their request.