

**GLASTONBURY TOWN COUNCIL – 2021-2023  
THIRTY-SECOND TOWN COUNCIL – ORGANIZATIONAL AND REGULAR MEETING AGENDA  
TUESDAY, NOVEMBER 9, 2021  
7:00 P.M. – COUNCIL CHAMBERS, TOWN HALL  
2155 MAIN STREET, GLASTONBURY  
WITH OPTION FOR ZOOM VIDEO CONFERENCING**

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**Council Members:**

Deborah A. Carroll	Thomas P. Gullotta	Lawrence Niland
Kurt P. Cavanaugh	Mary LaChance	Whit Osgood
John Cavanna	Jacob McChesney	Jennifer Wang

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1. Call to Order – Town Clerk (Section 302).
  - (a) Pledge of Allegiance.
2. Public Comment.
3. Introduction of Town Council Members Elect – Town Clerk.
4. Administration of Oath of Office – Town Clerk (Section 302).
5. Official Town Council Photo.
6. Election of Chair and Vice Chair (Section 302).
  - (a) Appointment of Majority Leader.
  - (b) Appointment of Minority Leader.
7. Resolution establishing the Regular Meetings of the Council (Section 304).
8. Resolution establishing Rules of Procedure (Section 304).
9. Old Business.
10. New Business.
  - (a) Action to cancel Regular Council Meeting of Tuesday, November 30, 2021.
11. Consent Calendar.
12. Town Manager's Report.
13. Communications:
  - (a) Letter from Robert Hale, Jr.
14. Minutes of October 26, 2021 Regular Meeting.
15. Appointments and Resignations:
  - (a) Appointment of Council Clerk (Section 304).
  - (b) Appointment of Alternate Council Clerk.
  - (c) Representative to the Capitol Region Council of Governments.
16. Executive Session.
  - (a) Potential land acquisition.
17. Adjournment.

THE REGULAR TOWN COUNCIL MEETING OF TUESDAY, NOVEMBER 9, 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://us06web.zoom.us/j/89292137516?pwd=Vnk1c0VST1B6ekI1WHdB6eXEWmGRDdz09>

**Join by Phone:** +1 646 558 8656

**Webinar ID:** 892 9213 7516

**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](http://www.glastonburyct.gov/TCpubliccomment)
- There is also the opportunity to give Public Comment as part of the virtual meeting if joining through the Zoom Meeting Link.
- The meeting will be broadcast in real time through Public Access Television Channel 16 and live video stream at the Town website or through the following link: [www.glastonburyct.gov/video](http://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

**ITEM #7 & 8**  
**11-09-2021 Meeting**

Richard J. Johnson  
Town Manager

November 5, 2021

The Glastonbury Town Council  
2155 Main Street  
Glastonbury, CT 06033

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

Dear Council Members:

The following items are scheduled for action on Tuesday evening.

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

This establishes the Regular Council Meeting Schedule for 2022 and early 2023. A series of notes are provided to clarify as applicable.

*“BE IT RESOLVED, that the Glastonbury Town Council hereby adopts the Schedule of Regular Council Meetings dated November 9, 2021 for calendar year 2022 and January 2023.”*

**Item #8 – Rules of Procedure**

The Council Rules of Procedure adopted May 25, 2021 are attached. Council is asked to adopt these Rules and typically appoints a two-member Subcommittee to review and make recommendations for any updates as applicable.

*“BE IT RESOLVED, that the Glastonbury Town Council hereby adopts the Council Rules of Procedure dated May 25, 2021.”*

Sincerely,

Richard J. Johnson  
Town Manager

RJJ/sal  
Attachments

THIRTY-SECOND TOWN COUNCIL  
2021-2023

SCHEDULE OF REGULAR COUNCIL MEETINGS CALENDAR YEAR 2022  
(THROUGH JANUARY 2023)

JANUARY 11  
JANUARY 25

FEBRUARY 8  
FEBRUARY 22 – Budget Workshop at 6:00 p.m. with  
Regular Meeting to follow

MARCH 8  
MARCH 16 or 17 – Final Budget Public Hearing (FBH) and Action  
required not later than March 27<sup>th</sup> (options include  
FBH at meeting of March 22<sup>nd</sup>, or prior week on  
Wednesday or Thursday, March 16<sup>th</sup> or March 17<sup>th</sup>)

MARCH 22

APRIL 12 – No Meeting – Spring Recess/School Vacation  
APRIL 26

MAY 10  
MAY 24

JUNE 14  
JUNE 28

JULY 12  
JULY 26

AUGUST 2 – First Tuesday of August

SEPTEMBER 13  
SEPTEMBER 27

OCTOBER 11  
OCTOBER 25

NOVEMBER 8  
NOVEMBER 22 – As Needed

DECEMBER 6 – First Tuesday of December

JANUARY 10 (2023)  
JANUARY 24 (2023)

Regular Town Council meetings are generally held on the second and fourth Tuesday of each month at 7:00 p.m. typically in the Council Chambers of Town Hall, 2155 Main Street, Glastonbury. Exceptions to this schedule are noted above and will be formally noticed as applicable throughout the year. There is only one regular Council meeting in April, August and December, 2022.



**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 conference and teleconference) in accordance with the following protocols:

1. Members participating by video conference can be viewed and heard and by teleconference identified 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 or teleconference 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, travel, and similar reasons. The expectation is that such participation will be limited in duration and occurrence and primarily through video conference in lieu of teleconference.
4. Absent extenuating circumstances, attendance by video conference shall be limited to four three 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.
6. The Council meeting shall proceed regardless of the ability of a member(s) to participate by video conference or teleconference.

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)  
 REVISED: **MAY 25, 2021 (addition of paragraph re conduct at meetings, addition of Remote Participation, addition of Appendix 4 – Remote Participation by the Public)**

**GLASTONBURY TOWN COUNCIL  
EMERGENCY AND SPECIAL MEETINGS**

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

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

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

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

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

## APPENDIX 1

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

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

Revised 12/12/95



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

**APPENDIX 2**

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

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

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

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

**AMENDED NOVEMBER 25, 2003**

**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.

**Adopted by the Glastonbury Town Council  
Date: May 25, 2021**





# Town of Glastonbury

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

Richard J. Johnson  
Town Manager

ITEM #12  
11-09-2021 Meeting

November 5, 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. 35 Bell Street**

The tenants at the Town-owned residence at 35 Bell Street (2<sup>nd</sup> level) advised they would like to leave before the current lease term expires in June 2022. This is a market lease. Options include transition to a Section 8 affordable rental opportunity or selecting a new market rate tenant. As background, the property at 1098 New London Turnpike is now a Section 8 unit and the same is planned for 2157 Main Street pending ongoing improvements. I will appreciate Council direction in this regard.

**2. Veterans Day**

The Veterans Service Commission Ceremony is scheduled for 10:00 a.m. on Thursday, November 11<sup>th</sup> at Hubbard Green. Following the ceremony, the veteran graves at the Glastonbury Veterans Cemetery (next to Eastbury School) will be marked with medallions and American flags. Those who would like to help are welcome to attend at 11:00 a.m.

**3. Sustainable CT**

I am pleased to advise Glastonbury is among twelve towns statewide to receive the Silver Designation (highest) per the Sustainable CT process. This designation is for the three years 2021-2024 and complements Glastonbury being one of five communities across the state to receive this highest honor through the inaugural Sustainable CT program for 2018-2021. The process requires significant effort throughout the Town organization and my sincerest thanks and congratulations to all involved with this accomplishment.

**4. Design Guidelines**

Project scope and proposed budget is being finalized with top rated firms. I expect to have a specific proposal for initial action at the November 23<sup>rd</sup> meeting. This would include a referral to the Board of Finance and scheduling of public hearing and action on the appropriation and transfer for the December 7<sup>th</sup> meeting.

**5. Commission on Racial Justice and Equity (CRJE)**

The CRJE was established per Council policy action. Accordingly, the term is commensurate with the Council term and the CRJE as applicable will need to be re-established by the new Town Council.



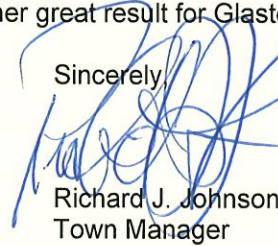
**6. Bond Rating and Refunding**

The rating review by Moody's Investor Services and Standard & Poor's for the recent bond refunding confirmed Glastonbury's AAA and Aaa bond ratings. Rating factors cited by the rating agencies include:

- Strong budgetary performance
- Very strong economy
- Very strong management
- Strong financial policies and practices
- Very strong debt management
- Very strong liquidity

The pricing for the refunding will bring \$655,000+ in prospective Debt Service savings generally recognized over the five fiscal years 2022 through 2026. Another great result for Glastonbury.

Sincerely,



Richard J. Johnson  
Town Manager

RJJ/sal

**ROBERT J. HALE, JR.** 832 Hopewell Road, South Glastonbury, Connecticut 06073  
Cell: (860) 331-0883 Office: (860) 430-9272

October 28, 2021

Dear Members of the Glastonbury Town Council,

At the Town Council meeting on Wednesday, October 26, 2021, I made two unintentionally erroneous statements, during the Public Comment section of the meeting, for which I offer my sincere apology. I am offering the same apology to Town Council candidate John Cavanna, because I did not accurately report the facts as they pertained to him.

I believe I stated that John Cavanna had been protecting the President of the United States on the evening of the T.A.L.K. sponsored "Meet the Candidates" forum, and that this was the reason he had been unable to attend the forum. This information was not correct. Mr. Cavanna, who is a sergeant in the Hartford Police Department, was protecting the President on Friday, October 22, 2021, and not on Wednesday, October 20, 2021, when the T.A.L.K. forum was held. He was working his regular shift on Wednesday.

Also, I believe I said that Cavanna had asked his supervisor for the time off to participate in the forum. Mr. Cavanna later told me that he did not need to ask his supervisor, because he was already aware that, due to his responsibilities as head of a key tactical unit, there were only two other officers who could cover for him, and neither of them was able to do so on that occasion.

To the best of my knowledge and recollection, the remainder of the information that I provided to the Town Council and to members of the public who were attending the meeting was accurate.

(Mr. Cavanna also told me that the City of Hartford has lost over a hundred sworn officers since January 2021, due to retirements and resignations, and that they are currently down by one-fifth of their regular and authorized number of armed officers, at a time when violent crime in the city has been increasing.)

Council members should understand that my comments were based solely on my own personal understanding of the facts and my own opinions. I was not speaking as agent nor attorney for John Cavanna. Any errors or omissions were mine alone, and they were unintentional.

I respectfully request that this explanation and apology be entered into the minutes of the next meeting of the Glastonbury Town Council. If allowed by the rules of procedure that govern the Town Council, I further request that the contents of this letter be read aloud into the record.

Respectfully,

Rob Hale

TOWN MANAGER

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**GLASTONBURY TOWN COUNCIL  
REGULAR MEETING MINUTES  
TUESDAY, OCTOBER 26, 2021**

The Glastonbury Town Council with Town Manager, Richard J. Johnson, in attendance, held a Regular Meeting at 7:00 p.m. in the Council Chambers of Town Hall at 2155 Main Street, with an option for attendance through Zoom video conferencing. The video was broadcast in real time and via a live video stream.

**1. Roll Call.**

*Council Members*

Mr. Thomas P. Gullotta, Chairman  
Mr. Lawrence Niland, Vice Chairman  
Ms. Deborah A. Carroll  
Mr. Whit Osgood {excused}  
Dr. Stewart Beckett III  
Ms. Mary LaChance  
Mr. Kurt P. Cavanaugh  
Mr. Jacob McChesney  
Ms. Lillian Tanski

**a. Pledge of Allegiance**

*Led by Dr. Beckett*

**2. Public Comment.**

*Roger Emerick of 580 Hopewell Road*, has formally filed an objection to the demolition of the historic Main Street buildings.

*Chris Haaf of 39 Strickland Street*, who is running for Council, spoke about the recent public forum held by TALK (Truth in Action with Love and Kindness), where he received a question about MIRA waste disposal. He believes that the single-stream method is not a good method. He noted that while this is a regional issue which the state has to solve, the Town should commit money towards educating residents on things like composting at home. He also stated that what happened with John Cavanna at the forum was wrong, and the organizers owe him an apology. Mr. Haaf then spoke to the topic of preservation of historic buildings, noting that the Town's efforts to save these buildings started way too late. He is in support of a village district.

*Corey Turner of 57 Fern Street*, and owner of Turner Home Improvement Contractors, LLC., stated that, initially, he was against the creation of a village district because of the concerns he had experienced with village districts in other towns. However, after more reflection and research, he is now in favor of a village district in Glastonbury. During the TPZ meeting, concern was expressed over the fact that there are currently no design guidelines. There was also

*Glastonbury Town Council  
Regular Meeting of October 26, 2021  
Recording Clerk - LT  
Minutes Page 1 of 12*



discussion about possibly expanding the ADRC (architectural design review committee) to the rest of town. He recommends that the Council refers the ADRC to conduct an architectural review of the Town Center Zone, and then allows them to write the guidelines before any discussion is had on changing zoning regulations. While he noted that the Main Street/Hebron Avenue proposal will not be affected by any forthcoming changes, he seeks a more well-thought-out process to make sure there are no unintended consequences going forward.

**Robert Hale of 832 Hopewell Road**, noted that in the minutes of the June 22, 2021 meeting, John Cavanna was misidentified as a 'former' Hartford Police Officer. He also noted that Sergeant Cavanna was guarding the President of the United States at the time of the TALK forum, which is why he was unable to attend. Mr. Hale then spoke to his objection to the demolition of the historic buildings on Main Street. During the Council's last meeting, Mr. Cavanaugh proposed that the demolition delay ordinance be changed from 90 days to 120 days. He expects that would meet pushback from developers. Mr. Hale also noted that in one of his two letters sent to the Building Official, he suggested that the ordinance be amended to require that the applicant provide the address of the landowner and landowner's agent or applicant.

**Ken Merrifield of 5 Willow Brook Drive**, lives off Spring Street and is in favor of the sidewalk construction to be discussed during tonight's public hearing. He suggested that the Town ensures that there is adequate lighting for safety.

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

**Barbara Clannin of 308 Spring St. Ext.**, opposes the demolition of the buildings at 2277, 2289, and 2389 Main Street, Glastonbury. She would like to be included if a court of appeal is submitted to prevent these historic buildings from being demolished.

**Audrey Quinlan of 90 Candlelight Drive**, stated that historical buildings are part of town heritage. She asked that the Council save this heritage.

Mr. Niland opened the floor for comments via Zoom:

**Jill Durall of 73 Shagbark Road**, stated that there has been a departure from good commercial development in town to high density apartments. Traffic and parking issues in the center are constantly worsening. Current architectural designs are not consistent with the designs of previously approved buildings in the Town Center, and she finds them unappealing. Most residents do not desire a highly urbanized town center. While Glastonbury is now far removed from being a farm town, she asked that they attempt to retain town character as much as possible.

**Pamela Lockard of 10 Southgate Drive**, spoke to Mr. Haaf's comment on education for waste disposal, pointing out that the town has already started doing that. She complimented the IT



department for the town website, where she was able to find an educational video on composting.

*Nicholas Korn* of 73 Shagbark Road, addressed the composition of the Racial Justice and Equity Commission (RJEC), noting that one of the members is not a resident of Glastonbury, which they must be, according to the Town Charter. Because the Commission will likely make recommendations to the Council, he does not believe it appropriate for a non-resident to serve. He asked that the member be replaced by a resident of town.

*Laurie Mazzamurro* of 458 Matson Hill Road, does not understand why the historic buildings on Main Street are to be demolished. Destroying the aesthetic part of town for more apartments seems unnecessary. She is sad to see beauty destroyed and monstrous buildings put up in their places.

*Jennifer Wang* of 84 April Drive, thanked the Council for their support of the resolution on the public health crisis of racism last summer, which led to the creation of the RJEC. The Commission's September 30 meeting had a great turnout, where they discussed the community survey results. She urged the Council to allow Ms. Carroll and Ms. Tanski to continue as co-chairs, to commit their work by the January 2022 deadline.

*David Houston* of 8 Buttonball Lane, stated that he and his wife live in a 200-year-old house, and they are saddened by Glastonbury's loss of its historic character. Many of the buildings north of Hebron Avenue are modern strip malls, and there is too much traffic downtown. Other towns, such as Wethersfield, have taken preservation of historic buildings seriously. He is opposed to the demolition and building of more apartments on Hebron Avenue and Main Street.

### 3. Special Reports.

#### a. Historical Society presentation – Curtis/Gaines property.

Executive Director of the Historical Society, Robert Laughlin, thanked those who have expressed concern about the demolition of four historic buildings downtown which have adapted and survived over centuries. Three members of the Historical Society Board have conducted extensive histories of the buildings in question, which they will present tonight.

Susan Motycka noted that, yesterday, a woman from Palmer, Alaska came to the museum seeking information on her ancestor, Daniel Wright. His family is one of the earliest in Glastonbury. Daniel inherited his grandfather's land, which was desirable acreage in town. In 1740, he built a colonial on 2281 Main Street. Today, it is one of the oldest 18th century buildings in that Main Street area. Mr. Gaines purchased the building in 1830, and in 1849, the Gaines House became a modern hotel with a large public room. In 1921, the post office moved into the Gaines building until 1937. Sam Willard became the next owner. In 1954, Mr. Willard

converted the first floor into two stores. His tenants have always been small specialty shops. Ms. Motycka concluded by stating that it is a wonderful building with a fascinating history. She asked the Council to please save it.

Mike Berdan reviewed the history of the Curtis House, located on 2389 Main Street, which he had previously stated was built sometime between 1889 and 1904. He has since narrowed it down to sometime between 1889 and March 31, 1882, when Judge Gasley died in his home. After his death, his son Henry, who had served as a prosecuting attorney in town and represented Glastonbury in the state assembly, also died and so did his newborn baby. The house was then sold to the Curtises, who had no children, but Minnie continued to live there until her death in 1957. Today, it is owned by Carolyn Gatesy who runs the office center. The home was built in a late Victorian vernacular cottage style. While it is not as architecturally significant as the Wright-Gaines property, nor is it on the National Register of Historic Places, that does not mean that it is expendable. The building contributes to the eclectic, but generally harmonious, Town Center streetscape. Mr. Berdan concluded by stressing that the proposed demolition and conversion to a parking lot is not 'smart growth.'

Steve Bielitz interviewed the merchants of the sites marked for demolition, noting that many of them have worked in Glastonbury for many years. He has heard some people say this is a dead part of town, but they could not find a parking space last Saturday. He spoke with Mrs. Willard, the widow of Mr. Willard, who owned the building from 1954. In passing conversations, Mrs. Willard was told that the site was possibly a part of the Underground Railroad. Mr. Bielitz also interviewed Steve Wilson from Evet's Glass Works, whose section goes down into the tunnel. Mr. Wilson also said that he had been told in conversations that this was part of the Underground Railroad. Nothing was really written about this theory, as the Underground Railroad was a mostly oral tradition, but Mr. Bielitz looked for evidence that the building predates the Civil War. He concluded that the first floor existed prior to 1840. He showed photographs of the building, showing features of the site which predate that year.

Mr. Bielitz noted that he found evidence in the cellar of the Wright-Gaines House to suggest that the building may even predate 1740. A dendrochronology could prove how old the place is. He showed photographs of the site, with beams that date the entrance door of the tunnel to about 1850. He noted that the site stored rum during the Caribbean trade of the 19th century. He hopes to have the state archaeologist check out the site. Mr. Bielitz concluded by stating that people who have no legacy or sense of history have no sense of place. New people come into town, and they see its value. He mourns the loss of many historic buildings throughout town. He asked to save these buildings and to halt all demolitions of buildings constructed prior to 1880.

Mr. Cavanaugh stated that the Glastonbury Town Center redevelopment happened when he was 10 years old. A lot of history was destroyed, and he is glad that their work has generated public



interest. While he hopes it will not happen, he cautioned that there may be a legal battle at some point. He asked that the public stay engaged and continue the good work. Mr. Gullotta echoed Mr. Cavanaugh's request that the public join the Council as they work diligently to try to keep this part of Glastonbury. The idea to preserve other parts of town led to the village district idea. He asked that the public voice their opinions during those public hearings so that developers know what they would like to see, and support, in terms of development.

**PUBLIC HEARING NO 1: ACTION TO CONSIDER PROPOSED NEW SIDEWALK CONSTRUCTION INCLUDING: SPRING STREET, BANTLE ROAD, HOUSE STREET (COMPLETE SECTIONS LINKING TO MULTI-USE TRAILHEAD), MAIN STREET/ROUTE 17 (OVERLOOK ROAD TO ROUTE 17/MAIN/BUTTONBALL).**

*Action was tabled to November 23, 2021 meeting*

Mr. Johnson explained that this year, there were four recommendations for the sidewalk matrix. They sent out notices to the properties abutting each of the routes. He suggested continuing action until the Council receives a report from the TPZ.

Mr. Pennington presented on each section of the proposed new sidewalk construction:

**Spring Street:** Mr. Pennington explained that they propose roughly 1200 feet of new sidewalk on the south side of Spring Street. Many minor details will be integrated into the plan. Grades throughout are relatively flat, so there is no need for retaining walls or extensive grading. It is a standard construction otherwise and requires no utility relocation. Pavement is not centered in the right of way, so they request statements from five property owners: four of the easements are in place, and they await a response from the fifth. If the easement is not acquired, the walk will be closer to the curve. If it is acquired, they will straighten out the sidewalk.

**Bantle Road:** Mr. Pennington explained that this is essentially a continuation of the Spring Street project. The proposal would consist of another 1200 feet of new sidewalk, completing the loop between Griswold Street, Bantle Road, Spring Street, and Main Street. Construction is fairly standard. Some small trees and brush will need to be cleared. Once again, the pavement is not centered within the right of way, so they are taking measures to ensure that the sidewalk can be constructed within the right of way. Instead of easements, they propose that the curve line get bumped out about three or four feet.

*Jennifer Demorro of 167 Spring Street*, lives on the corner of Spring Street and Bantle Road. She is concerned that Mr. Pennington wants to make the sidewalk flush, so she suggested that the runoff goes into the catch basin on the other side of Spring Street. That way, they could make a

raised sidewalk all the way through while possibly projecting the water into the existing catch basin.

Mr. Pennington responded to the comment, explaining that, right now, there is no curb there. If they find a low point that could hold a catch basin, or pipe it into an existing catch basin, they could do that. However, they need to ensure that it would not trap water and constitute a major reconstruction of the entire street.

Mr. Niland asked who would hold responsibility for snow removal of the sidewalk. Mr. Pennington stated that it would be the responsibility of the abutting property owners. Across the street is the state right of way, so the Town would be the responsible body for removing snow and ice there. Ms. Tanski asked what the ballpark numbers are for the cost of these projects. Mr. Pennington stated that they are almost equal in length, and both are in the \$160,000 range.

**Main Street/Route 17:** Mr. Pennington explained that this is the signalized Route 17/Buttonball Lane intersection. The proposal calls for the construction of 600 feet of sidewalk on the east side of Main Street to the signalized intersection. Apart from a small retaining wall, it is a fairly standard construction. The primary component of this project is the pedestrian safety crossing improvements at the signalized intersection, which is a very long crossing distance. They propose removing the crossing ramps and instituting a concurrent pedestrian phase, which will allow pedestrians a safe passage in a two-stage process while allowing non-conflicting vehicular movements. They also hope to encourage drivers to slow down by removing the curb area so that the radius will be a little more perpendicular to Main Street. Mr. Pennington noted that this is a state-owned and maintained signal. The DOT approves of the plan, but they have yet to clarify details of the cost-sharing arrangement. The project cost is roughly \$60,000.

**Donna Taylor of 29 Ledgewood Drive,** stated that the actual problem is that drivers fly down Route 17 and pass on the right. The solution is to make right turns permissible at Main Street only.

Mr. Gullotta noted that he and others had suggested a roundabout there, but the State said no.

Mr. Pennington explained that the phasing of the pedestrian movement should help increase safety, but he acknowledged that speed is an issue. Dr. Beckett asked if there is a way to put an island so that the southbound traffic on the right-hand lane on Route 17 must take a right on Main Street heading north, instead of going straight through. Mr. Pennington stated that he can approach the department about that.

Ms. Carroll believes that the two-stage crossing will make a huge difference for pedestrian safety, and she hopes that drivers will comply. Mr. Cavanaugh asked if the flashing crosswalk



sign at the Tannery would be appropriate here. Mr. Pennington explained that there is no vehicular traffic signal at that location, which is a midblock crossing. This is a signalized intersection, so they can signalize the pedestrian movement the same way they do on all the Main Street intersections towards the East Hartford border. That is a safer way to accomplish what they are trying to achieve. Ms. Tanski thanked Mr. Pennington and Town Staff for this project which was a long time coming.

**House Street:** Mr. Pennington explained that this is the intersection with Salmon Brook Drive. The proposal is to construct a short 600-foot section of the sidewalk which exists on either side. This would allow pedestrians to continue to utilize the sidewalks straight through. There is a private walkway in the apartments, which they plan to remove. There is also a public sidewalk on the right of way, which requires an easement from the property owner, who has expressed that he is amenable to it. There are no grading issues or retaining walls proposed, and no utility relocation is required.

**Peter Parrotta of 177 Stony Hill Drive in Rocky Hill,** owns the house next to the project. He thanked Mr. Pennington for working with him, stating that this project has been much needed for 50 years. They discussed the issue of runoffs, which they will continue to work on solving. He will not withhold easements to the Town.

**Jennifer Jennings of 34 Cranesbill Drive,** asked if there is any opportunity for a pedestrian walkway coming out of One Glastonbury Place. Mr. Pennington stated that they could refresh the existing markings. Ms. Jennings suggested also adding a stop sign there.

Mr. Niland opened the floor for comments from Zoom:

**Travis Logan, Community Manager at One Glastonbury Place,** asked if the project will affect their sidewalks at all. Mr. Pennington stated no, they would not be impacting existing sidewalks. Mr. Logan then asked if there are any plans to put in sidewalks on Hebron Avenue heading easterly. Mr. Pennington stated that there are no plans to do that currently.

**The Council agreed to continue the public hearing at their next meeting on November 23, 2021.**

4. **Old Business.** *None*

5. **New Business.**

- a. **Action on proposed amendment to Building Zone Regulations – Town Center Village District Zone (schedule public hearing).**

**Motion by:** Ms. Carroll

**Seconded by:** Mr. Cavanaugh

*Glastonbury Town Council  
Regular Meeting of October 26, 2021  
Recording Clerk – LT  
Minutes Page 7 of 12*

*BE IT RESOLVED, the Glastonbury Town Council hereby schedules a public hearing for 8 p.m. on Tuesday, November 23, 2021 in the Council Chambers of Town Hall, 2155 Main Street, Glastonbury and/or through Zoom Video Conferencing on proposed amendment to the Building Zone Regulations to add section 4.19 – Town Center Village District (Overlay Zone) and related Text and Map Amendments, as described in a report by the Town Manager dated October 22, 2021 and as recommended by the Town Planning & Zoning Commission.*

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

**b. Action on funds required to implement the written agreement between the Town of Glastonbury and Glastonbury Police Officers Association (GPOA) effective July 1, 2021 through June 30, 2025.**

Mr. Johnson provided an outline of the holiday changes, noting that Juneteenth has been added and Lincoln's birthday has been consolidated with Washington's birthday. Mr. Cavanaugh stated that the last item, Educational Incentive, jumped out at him. Mr. Johnson explained that it was enacted in the 1970s with the intention to encourage police officers to get college degrees. Over the years, it has largely become an antiquated benefit. In most contracts, it is being sunsetted. He clarified that it is different from tuition reimbursement, which is still in place. Mr. Niland hopes that this will incentivize people to join the police department.

**Motion by:** Ms. Carroll

**Seconded by:** Mr. Cavanaugh

*BE IT RESOLVED, the Glastonbury Town Council hereby approves the funds required to implement the written Agreement between the Town of Glastonbury and Glastonbury Police Officers Association effective July 1, 2021 through June 30, 2025, as described in a report by the Town Manager dated October 22, 2021.*

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

**c. Discussion and possible action to authorize Town Manager to work with Town Attorney to develop proposed amendment to Building Zone Regulations – Historic Preservation.**

Mr. Johnson explained that the presentation made by the Historical Society tonight created the question as to whether Town Center Zone regulations should be amended to apply for historic preservation. They would like to see how others have approached this, then return to the Council with a funding recommendation for design guidelines and options to encourage historic



preservation. He noted that this is simply exploratory. It does not commit the Council or the TPZ to any future action.

Mr. Gullotta emphasized the word exploratory. He is curious to see what the options are, with the full understanding that the Council does not have to accept what comes back to them. Ms. LaChance wants to look at what the worst-case scenario, in terms of apartment buildings, would be, if they were to choose to go down that road. Ms. Tanski believes that it makes sense to be proactive about historic preservation. She also believes that incentivizing owners is likely the best approach to take. She asked that, when they flesh out details, to clarify what their definition of "historic" is.

Mr. McChesney asked if the Town Manager will return with what other communities have done. Mr. Johnson explained that they typically reach out to see if others have already gone down this path. They will look at how other communities with historic properties like Glastonbury have taken that approach, and they will provide the Council with suggestions they may want to consider.

**Motion by:** Ms. Carroll

**Seconded by:** Mr. Cavanaugh

*BE IT RESOLVED, the Glastonbury Town Council hereby authorizes the Town Manager to work with the Town Attorney to develop proposed amendment(s) to the Building Zone Regulations – Town Center Zone to encourage and support historic preservation, as described in a report by the Town Manager dated October 22, 2021.*

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

- |           |                               |             |
|-----------|-------------------------------|-------------|
| <b>6.</b> | <b>Consent Calendar.</b>      | <i>None</i> |
| <b>7.</b> | <b>Town Manager's Report.</b> |             |

Mr. Johnson explained that the Connecticut Youth Services Association has recognized Glastonbury's Creative Experiences Program, run by Jason and Jessica. Also recognized for a web marketing association award is Kathryn Paquette from Marketing and Moses Kibara from IT.

Mr. Johnson forwarded his expense report for July, August, and September, which the Council accepted.

**Motion by:** Dr. Beckett

**Seconded by:** Mr. Niland

*BE IT RESOLVED, that the Glastonbury Town Council hereby recognizes the Town Manager's Expense Report for the months of July, August, and September 2021.*

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

Mr. Johnson then spoke to the demolition delay ordinance, which at the last Council meeting, was suggested to be extended from 90 days to 120 days and to include a posted sign. He clarified that this applies to buildings over 75 years old. Dr. Beckett suggested a cutoff at buildings constructed in the year 1900 or prior because the 1950s strip mall shops might not need to be preserved. Mr. Cavanaugh stated that those applications may not receive any objections anyway. There was Council consensus to move the demolition delay ordinance to 120 days.

Mr. Johnson stated that Goodwin University sent over information about the continuation of their South Meadows River Trail system. They ask if Glastonbury could send in a letter supporting their grant application for DEEP funding. Dr. Beckett voiced support for sending the letter. The Council agreed by consensus. Mr. McChesney stated that the Spooky Story Stroll was the highlight of his year, and he has heard the same from many other parents. He thanked the Parks and Recreation department and library staff for holding the event.

Ms. Tanski noted that there has been trouble with parents and schools regarding the Bell Street construction and Stallion Ridge. She asked if there is a process of the Town notifying schools when there will be planned disruptions in transportation due to street construction. Mr. Johnson explained that, generally, when there is road construction or road work that could disrupt bus circulation, they reach out to the transportation department. This was just brought to his attention, so he will find out more soon.

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

Mr. Gullotta stated that the past two easy years have not been easy but having an efficient town government run by a good Town Manager and School Superintendent helps. He urged everyone to exercise their right to vote at the election on Tuesday, November 2.

**b. MDC.**            *None*

**c. CRCOG.**        *None*

**d. Commission on Racial Justice and Equity Report.**



Ms. Carroll stated that they await the final results of the RJEC community survey from their research partner, GreatBlue. The Commission hopes to work with a national nonprofit to conduct more focus groups. While their September meeting experienced streaming issues, they are working to get a new video to go with the information that is currently posted. Regarding the comment made by Mr. Kornis about the non-resident member, Ms. Carroll explained that commission membership is approved in January, and the commissioner in question is an open choice member who has a child in Glastonbury schools and is deeply invested in town in many ways. Ms. Tanski agreed, stating that membership was discussed during formation of the Commission, and they found it appropriate to include that member. She added that the Commission strives to be open and transparent, and all member bios can be viewed through a link from the Town website.

Ms. Carroll stated that a final report with recommendations to the Council is due January 2022. She does not know whether she and Ms. Tanski will be back on the Council following the upcoming elections, but she asked that fellow councilmembers keep them on as co-chairs of the RJEC until they submit the report. Ms. Tanski thanked the Council for supporting the RJEC. She stated that, as someone who has been on both sides of the racial line, the Commission's work is meaningful for many residents. Glastonbury has already gained the support of groups throughout the state, receiving substantial grant assistance to continue work through the next couple months to get recommendations to the Council.

*Motion by:* Dr. Beckett

*Seconded by:* Mr. Cavanaugh

*BE IT RESOLVED, that the Glastonbury Town Council hereby moves that Ms. Carroll and Ms. Tanski will stay on as co-chairs of the Commission on Racial Justice and Equity until the final report is submitted to the Council in January 2022.*

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

**9. Communications.**

- a. **Letter from CT Siting Council regarding tower sharing at existing telecommunications facility located at New London Turnpike (a/k/a 299 Paxton Way).**
- b. **Letter from CT Siting Council regarding tower sharing at existing telecommunications facility located at 115 Birch Mountain Road.**
- c. **Letter from CT Siting Council regarding modifications to existing telecommunications facility located at 175 Dickinson Road.**

**10. Minutes.**

- a. **Minutes of October 12, 2021 Regular Meeting.**

*Motion by:* Ms. Carroll

*Seconded by:* Mr. Cavanaugh

*Result:* Minutes were accepted unanimously {8-0-0}.

11. **Appointments and Resignations.** *None*
12. **Executive Session.**
  - a. **Potential land acquisition.**
  - b. **Personnel Matter – Town Manager.**

*Motion by:* Ms. Carroll

*Seconded by:* Mr. Cavanaugh

*BE IT RESOLVED, that the Glastonbury Town Council hereby enters into executive session to discuss a potential land acquisition and personnel matter - Town Manager at 9:07 P.M.*

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

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

No votes were taken during the Executive Session, which ended at 9:20 P.M.

Meeting adjourned at 9:21 P.M.

**Respectfully submitted,**

**Lilly Torosyan**

Lilly Torosyan  
Recording Clerk

Thomas Gullotta  
Chairman

*Glastonbury Town Council  
Regular Meeting of October 26, 2021  
Recording Clerk – LT  
Minutes Page 12 of 12*