

**GLASTONBURY TOWN COUNCIL AGENDA
TUESDAY, DECEMBER 7, 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; Kurt P. Cavanaugh; John Cavanna; Mary LaChance; Jacob McChesney; Whit Osgood; Jennifer Wang

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

- NO 1 ACTION ON PROPOSED TEXT AND MAP AMENDMENT TO BUILDING ZONE REGULATIONS – TOWN CENTER VILLAGE DISTRICT (OVERLAY ZONE). CONTINUED FROM NOVEMBER 23, 2021.
 - NO 2 PUBLIC INFORMATION HEARING – DISCUSSION AND PUBLIC COMMENT ON POTENTIAL USES OF MONIES ALLOCATED TO GLASTONBURY THROUGH THE AMERICAN RESCUE PLAN ACT (ARPA). CONTINUED FROM OCTOBER 12, 2021.
 - NO 3 ACTION TO OPEN THE PUBLIC HEARING ON THE APPLICATION BY JS ADVISORS LLC – ADAPTIVE REDEVELOPMENT ZONE FOR THE PROPERTY AT 38 HUBBARD STREET AND THEN CONTINUE THE PRESENTATION BY THE APPLICANT, PUBLIC TESTIMONY AND COUNCIL DISCUSSION TO THE MEETING OF TUESDAY, JANUARY 11, 2022.
 - NO 4 ACTION ON \$125,000 APPROPRIATION AND TRANSFER FROM THE GENERAL FUND-UNASSIGNED FUND BALANCE FOR THE DESIGN GUIDELINES PROJECT.
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- 1. Roll Call.
 - (a) Pledge of Allegiance.
- 2. Public Comment.
 - (a) Recognition of former Council Members Chip Beckett and Lillian Tanski.
- 3. Special Reports.
- 4. Old Business.
- 5. New Business.
 - (a) Action on leases of Town-owned property – Gideon Welles House.
 - (b) Action on License Agreement between Town and Goodale-Ramaker Post 56 – American Legion for use of Town-owned building at 1361 Main Street.
 - (c) Discussion and possible action to amend Council Meeting Schedule for calendar year 2022.
- 6. Consent Calendar.
 - (a) Appropriation and transfer – General Fund-Unassigned Fund Balance to Capital Projects-Land Acquisition – \$8,000 (refer to Board of Finance, schedule public hearing).
 - (b) Action to schedule public information hearing – Main Street reconstruction and bike/pedestrian improvements – Gateway area.
- 7. Town Manager's Report.
- 8. Committee Reports.
 - (a) Chairman's Report.
 - (b) MDC.
 - (c) CRCOG.
 - (d) Rules of Procedure.
- 9. Communications.
 - (a) Thank you letter from MARC, Inc. of Manchester regarding Youth and Family Services grant.
 - (b) Letter from CT Siting Council regarding shared use of an existing telecommunications facility located at 115 Birch Mountain Road.
- 10. Minutes.
 - (a) Minutes of November 23, 2021 Special Meeting.
- 11. Appointments and Resignations.
 - (a) Appointments to various boards, commissions and committees as available (Democratic).
- 12. Executive Session.
 - (a) Potential land acquisition.

THE REGULAR TOWN COUNCIL MEETING OF TUESDAY, DECEMBER 7, 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/81473518040?pwd=SFJPCnQwUnVhQi9FdHNwQktueDdTZz09>

Join by Phone: +1 646 558 8656

Webinar ID: 814 7351 8040

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 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



Town of Glastonbury

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PUBLIC HEARING NO. 1
12-07-2021 Meeting

Richard J. Johnson
Town Manager

December 3, 2021

The Glastonbury Town Council
2155 Main Street
Glastonbury, CT 06033

Re: Town Center Village District (Overlay Zone)

Dear Council Members:

The Council public hearing opened at the November 23, 2021 is continued to Tuesday evening on the proposal to amend the building zone regulations to establish a town center village district (Overlay Zone) (TCVD).

Potential Amendments:

- Design Guidelines per Section 4.19.5 can be the responsibility of the Town Council with recommendations by TP&Z and ADRC or developed by the ADRC with review by TP&Z and Council. Under both scenarios, final action to adopt the Design Guidelines to the Building Zone Regulations rest with the Town Council.
- Amend Section 14.19.8g to delete first 2 sentences as recommended at the November 23rd meeting and supported by the Town Attorney.
- The map amendment developed when scheduling for public hearing is amended per the attached. The original map did not show 400 Hebron Avenue merged with several lots to the rear along Sycamore Street. This is corrected with the revised/new map.

Additional Comments:

- The proposed TCVD addresses building architecture, site amenities and landscape design. CGS Section 8-2j references professional expertise for the ADRC to include architecture, landscape architecture and planning. Membership on the ADRC per Section 4.19.7 is drafted accordingly.
- The Beautification Committee currently reviews site and landscape design. However, the BZR only cite this responsibility for the PAD and ARZ and not for projects subject to the special permit process (commercial, mixed use, multi-unit, residential). The Town Code also does not reference this responsibility. The ADRC will generally overlap responsibilities with the Beautification Committee and likely the Conservation Commission.
- For projects outside the TCVD, a BZR amendment is required for review by the ADRC. This can be developed as applicable

The attached page summarizes pending options and potential amendments. The following is provided for Council consideration on Tuesday evening:

"BE IT RESOLVED, the Glastonbury Town Council hereby approves amendment to the Building Zone Regulations to add section 4.19 – Town Center Village District (Overlay Zone) and related Text and Map (as amended) Amendments, as described in a report by the Town Manager dated December 3, 2021 and as recommended by the Town Planning & Zoning Commission, with said text and map amendments effective January 7, 2022."

Sincerely,

Richard J. Johnson
Town Manager

RJJ/sal
Attachments

4.19 Town Center Village District Overlay Zone

4.19.1 Purpose

Pursuant to Connecticut General Statutes 8-2j, the Town Center Village District Overlay Zone (TCVD) is hereby created. The TCVD is intended to promote, protect and enhance the unique and distinctive character, historic settlement pattern and architecture, and landscape of Glastonbury's Town Center and to function in support of the Town Center Zone and its purposes.

4.19.2 Definitions

- a. "ADRC" – Architectural Design Review Committee . Possibly ASDRC – Architectural and Site Design Review Committee.
- b. "Commission" – Town Plan and Zoning Commission.
- c. "Council" – Town Council (Zoning Authority)
- d. "Town Center Village District" (TCVD) OR "District" - The Town Center Village District as delineated on the official Zoning Map for the Town of Glastonbury. The District shall be an overlay zone and its requirements and standards shall be in addition to and not in lieu of the regulations pertaining to the Town Center Zone.

4.19.3 Applicability

The TCVD is enacted to protect the distinctive character, landscape and historic structures within the District and shall apply to new construction, substantial reconstruction, and rehabilitation of property within the District and in view from public roadways, including but not limited to:

- a. The design and placement of new, expanded or altered buildings including materials and colors;
- b. The maintenance of public views;
- c. The design, paving materials and placement of public roadways;
- d. The design and placement of new and modified landscape areas, lighting, fencing and walls;
- e. The demolition of any structure or part thereof or the elimination of any landscape area; and
- f. Other elements that the Commission deems appropriate to maintain and protect the character of the TCVD.

This provision shall not apply to repairs to buildings where such repairs involve the replacement of building elements with like materials, colors etc. and such repairs do not expand or decrease the area, vertical or horizontal footprint of the building, change roof line or roof type or add or remove building elements.

4.19.4 Objectives

All development in the TCVD shall be designed to achieve the following objectives:

- a. The building and layout of buildings and included site improvements shall reinforce existing buildings and streetscape patterns and the placement of buildings and included site improvements shall assure there is no adverse impact on the district;
- b. Proposed streets shall be connected to the existing district road network, wherever possible;
- c. Open spaces within the proposed development shall reinforce open space patterns of the district, in form and siting;
- d. Locally significant features of the site such as distinctive buildings or sight lines of vistas from within the district, shall be integrated into the site design;
- e. The landscape design shall complement the district's landscape patterns;
- f. The exterior signs, site lighting and accessory structures shall support a uniform architectural theme if such a theme exists and be compatible with its surroundings; and
- g. The scale, proportions, massing and detailing of any proposed building shall be in proportion to the scale, proportion, massing and detailing in the district.

4.19.5 TCVD Design Guidelines

The ADRC shall develop Village District Design Guidelines for review by the Commission and adoption by the Council. Such Guidelines may establish sub-districts. The Guidelines shall include design criteria to achieve the compatibility objectives stated in Section 4.19.4.

4.19.6 General Requirements

The following shall be considered in all development proposals requiring a zoning permit, site plan approval or special permit and in accordance with Section 4.19.3 within the TCVD:

- a. That proposed buildings or modifications to existing buildings be harmoniously related to their surroundings, and the terrain in the district and to the use, scale and architecture of existing buildings in the district that have a functional or visual relationship to a proposed building or modification;
- b. That all spaces, structures and related site improvements visible from public roadways be designed to be compatible with the elements of the area of the village district in and around the proposed building or modification;

- c. That the color, size, height, location, proportion of openings, roof treatments, building materials and landscaping of commercial or residential property and any proposed signs and lighting be evaluated for compatibility with the local architectural motif and the maintenance of views, historic buildings, monuments and landscaping; and
- d. That the removal or disruption of historic traditional or significant structures or architectural elements shall be minimized.

4.19.7 Architectural Design Review Committee (ADRC)

All applications subject to the provisions of this Section shall be referred to the Architectural Design Review Committee (ADRC) upon receipt of a complete application.

- a. The ADRC is comprised of 7 members and is established pursuant to Connecticut General Statutes Section 8-2j.
- b. Appointments to the ADRC shall be made by the Town Council (Zoning Authority).
- c. The Town Manager shall assign a liaison(s) to serve as professional staff to the ADRC.
- d. Members shall include at least two architects, one landscape architects, and one professional planner/ urban designer. Other members shall have background, experience and education in art, historic preservation, or similar areas specifically related to the role of the Committee and as otherwise required by CGS Section 8-2j
- e. Initial terms of 3 members shall be 2 years, and 4 members, 4 years. After initial terms, all subsequent appointments shall be for a 4-year term.
- f. The ADRC may meet informally with the property owner(s) or prospective developer(s) prior to the formal submission of applications to the Town Plan & Zoning Commission.
- g. The ADRC shall provide design support to the Commission consistent with the objectives and purpose of the TCVD.

4.19.8 Procedure

- a. Applications subject to this Section received by the Commission will be referred to the ADRC pursuant to Sections 4.19.3 and 4.19.6 for its review and recommendation in relation to the Design Guidelines of Section 4.19.5 and other requirements of the TCVD.
- b. In addition to the information, exhibits, drawings and plans required by a specific permit under these regulations, the ADRC may also require one or more of the following items where it is reasonably required to adequately evaluate a proposal:
 - 1) Cross-section drawings.
 - 2) Perspective drawings.
 - 3) The superimposition of the proposal on a computer created image of the existing area.

- 4) A streetscape illustrating the new proposal to scale and indicating the dimensional relationship between the project and structures on adjacent parcels.
 - 5) Samples of colors and materials.
 - 6) Historical pictures of the subject site and surrounding area, as available.
- c. The ADRC shall review the application and report to the Commission within thirty-five (35) days from receipt of the application. Such report and recommendation shall be entered into the public hearing record and considered by the Commission in making its decision.
 - d. Failure of the ADRC to report within the specified time shall be construed as approval of the design, and shall not alter or delay any other time limit imposed by these Regulations.
 - e. A request from the ADRC for resubmission of the application based on the ADRC recommendations shall not be considered failure to act.
 - f. The Commission shall take action on the application upon receipt of the report from the ADRC. In addition to the report and recommendation of the ADRC, the Commission may seek the recommendations of any Town agency, regional council, or outside specialist as applicable. All reports or recommendations from such agency, council, or specialist shall be entered into the public hearing record.
 - g. If the Commission grants or denies an application, it shall state upon the record the reasons for its decision. If the Commission denies an application, the reasons for the denial shall cite the specific Regulations under which the application was denied. Notice of the decision shall be published in the newspaper having a substantial circulation in Glastonbury.
 - h. In accordance with §8-2j(f) and 8-3c of the Connecticut General Statutes, approval of a TCVD Application is effective upon filing in the office of the Town Clerk.

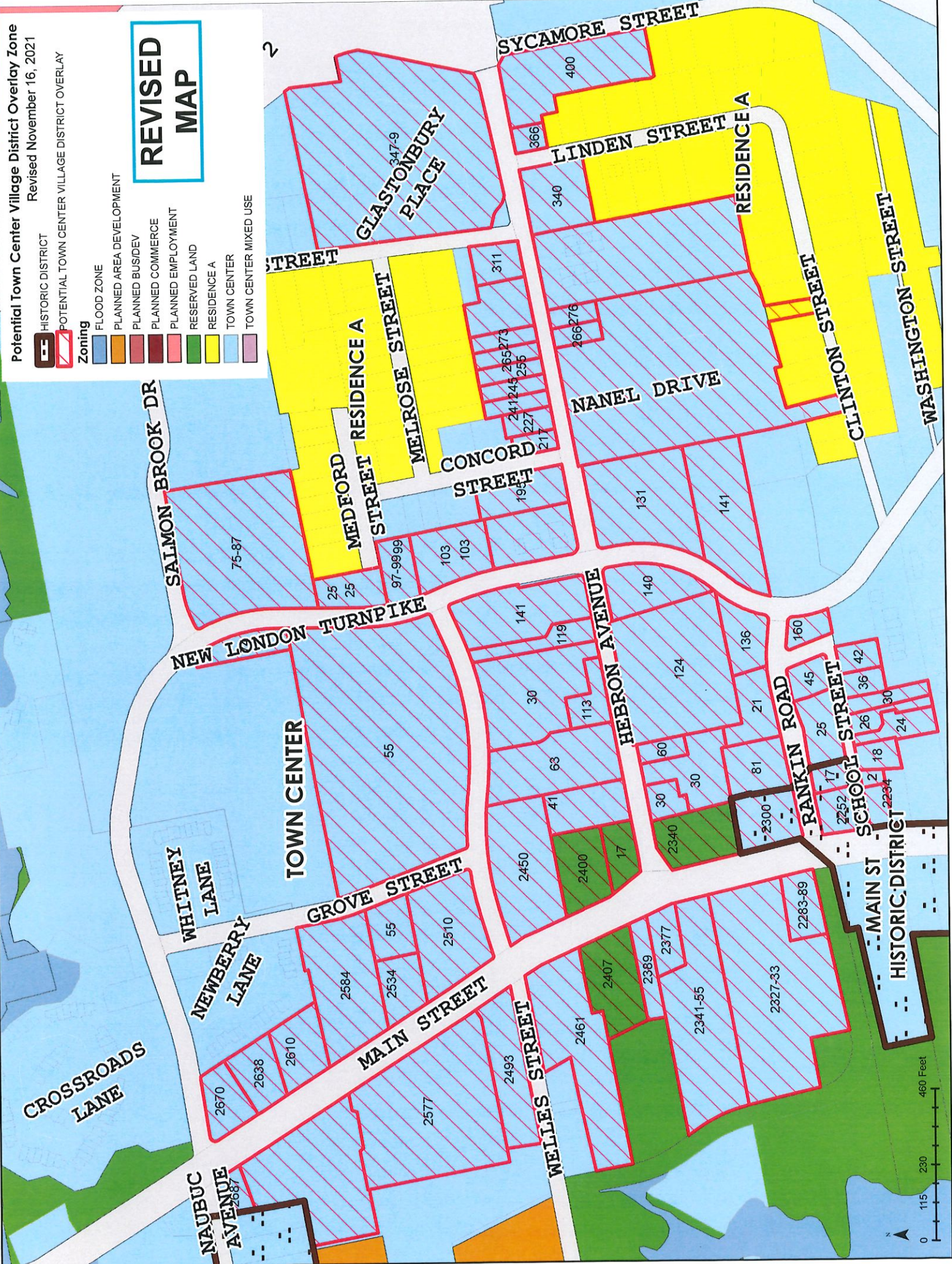
EFFECTIVE DATE: _____

Potential Town Center Village District Overlay Zone
 Revised November 16, 2021

- HISTORIC DISTRICT
- POTENTIAL TOWN CENTER VILLAGE DISTRICT OVERLAY
- Zoning**
- FLOOD ZONE
- PLANNED AREA DEVELOPMENT
- PLANNED BUS/DEV
- PLANNED COMMERCE
- PLANNED EMPLOYMENT
- RESERVED LAND
- RESIDENCE A
- TOWN CENTER
- TOWN CENTER MIXED USE

**REVISED
 MAP**

2



Town Center Village District (Overlay Zone) (TCVD)

Architectural Design Review Committee (ADRC)

Options:

1. ADRC or Architectural and Site Design Review Committee (ASDRC) to review proposals submitted per the TCVD and other commercial, mixed use, and multi-unit residential including PAD and ARZ. This would largely supplant role of Beautification Committee.
2. Have ADRC/ASDRC review proposals (building, site and landscaping) and Beautification Committee continue to review landscaping/planting proposals. This adds another layer and could have differing opinions presented to TP&Z.

Note: Attached is the charge to the Beautification Committee per Town Code. As noted, the role involves landscaping of public places – parks, schools, Town buildings, etc. The Beautification Committee is referenced in the BZR for the ARZ and PAD zones only. Appears Beautification Committee has been operating outside of its general charge for some matters.

3. For Option 1, the ADRC/ASDRC would review landscape only plans for public places. The Beautification Committee could be continued for this purpose, however, meetings would likely be infrequent.

Note: The attached page shows the current members and terms of the Beautification Committee. I understand Debra DeVries-Dalton is a landscape architect.

Potential Amendments:

1. Amend 4.19.7 – Architectural and Site Design Review Committee (ASDRC) in lieu of Architectural Design Review Committee (ARDC).
2. Amend 4.19.5 to have Town Council coordinate Design Guideline process with recommendations by ADRC/ASDRC and Town Plan and Zoning Commission.
3. Amend 4.19.8g to delete first two sentences.
4. Amend 4.19.3 to clarify process for demolition permit (under review with Town Attorney).
5. Other amendments to the Town Code and BZR will be presented subject to action to establish the TCVD.

ARTICLE V. - COMMUNITY BEAUTIFICATION COMMITTEE⁵

Sec. 2-112. - Duties.

The community beautification committee shall establish goals and determine methods for the enhancement of scenic beauty in public areas. Its activities shall include, but not be limited to, the acceptance of gifts of funds or landscaping materials on behalf of the town, the encouragement and direction of the efforts of private groups of individuals, coordination of private and public activities, the setting of standards for and approval of plans of landscaping, and promotion of comprehensive plans for landscaping of public areas. It shall make periodic recommendations to the town council and other appropriate agencies on the subject of community beautification.

(Code 1960, § 1193; Ord. of 11-28-66)

COMMUNITY BEAUTIFICATION COMMITTEE

Town Council Appointed

Term: 4 Years (7 members)

Meetings: 2nd Wednesday

Liaison: Greg Foran – Parks Superintendent (860-652-7686), greg.foran@glastonbury-ct.gov

Affiliation	Member Information	Term	Affiliation	Member Information	Term
R	Robert G. Shipman, CH 579 Matson Hill Road, S.G. (860) 633-5523	2021	D	Debra DeVries-Dalton 188 Woodhaven Road (860) 657-3696	2021
U	Jarrold Sansoucy, Sec 40 Hubbard Run Drive (860) 221-5087	2021	D	Candice Mark 15 Chestnut Hill Terrace (860) 659-3845	12/3/23
D	Catherine Morgan 36 Tanglewood Drive (860) 659-2464	2021	D	VACANCY - 2023 (Napali Bridgelall, resigned 9/14/21)	
R	Jody Kretzmer 2400 Hebron Avenue (860) 748-5700	12/3/23			



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PUBLIC INFORMATION HEARING NO. 2
12-07-2021 Meeting

Richard J. Johnson
Town Manager

December 3, 2021

The Glastonbury Town Council
2155 Main Street
Glastonbury, CT 06033

Re: American Rescue Plan Act – Public Information Hearing

Dear Council Members:

A public information hearing (PIH) was held at the October 12th meeting to hear public comment on potential allocation of America Rescue Plan Act (ARPA) monies awarded to Glastonbury. A second PIH is scheduled for Tuesday evening. As background, I have attached the preliminary outline of suggested projects, programs, and services discussed on the 12th along with the presentation. This information was intended to serve as a starting point for discussions to be supplemented by public comment and comments by Council.

Background information as follows:

- Glastonbury to receive \$10.2M allocated \$5.1M in May of 2021 and 2022.
- Communities to allocate funds by December 31, 2024 and expend by December 31, 2026.
- Funds to be allocated over broad categories including (various subsets and developing information):
 - Support public health response
 - Water and sewer infrastructure
 - Negative economic impacts
 - Broadband infrastructure
 - Replace lost revenue from pandemic
 - Equity focused services
 - Premium pay for essential workers
- ARPA funds may not be allocated to federal grant match requirements, debt service, pension, or financial reserves.
- Review of interim guidance by Treasury indicates a variety of subsets and eligible uses including investment in human services, recreation, improvements to parks, playgrounds and buildings, water/sewer and drainage projects, affordable housing, and other eligible uses.
- Final guidance by the Treasury is expected by calendar year end.

Additional information can be provided as may be requested and to follow up Tuesday evening's discussion.

Sincerely,

Richard J. Johnson
Town Manager

RJJ/sal
Attachments

**American Rescue Plan Act (ARPA)
Preliminary Outline of Suggested Projects, Programs and Services
December 7, 2021**

Broadband Infrastructure - Fiber Connections *

- Extend fiber connection to properties at Welles Village, Knox Lane and Center Village to include common areas and individual residences.
- Evaluating improved broadband infrastructure for seniors isolated within the community.
- Upgrade Wi-Fi system at RCC to better support mass vaccination clinics.
- Improve capacity for remote work by Town staff.

Affordable Housing

- Potential land acquisition and other activities in support of affordable housing as satisfying ARPA guidelines.

Riverfront Community Center *

- Improve outdoor activity spaces through shade structure, pavers and other improvements to support programs and activities held outdoors as weather permits. Supports greater social distancing and less reliance on indoor spaces for activities and social interactions.

1361 Main Street *

- This is the building formerly occupied by the Holland Brook Audubon Center soon to be acquired by the Town. Review by Recreation, Senior and Youth & Family staff indicates potential for programs and activities at this location providing greater space than now available. Important resource at times when schools not available as experienced during pandemic. Potential for mentorship program described below through use of kitchen, outdoor spaces, etc. Improvements would include ventilation, handicap accessibility, interior renovations and related work.

Williams Memorial *

- The pandemic reinforced the limited meeting space at Town Hall to achieve social distancing for the variety of groups typically convening in Meeting Room A (e.g. Board of Finance, Beautification Commission, Historic District Commission and others). Council Chambers is typically reserved most nights of the week. Proposal is to make improvements to the Williams Memorial immediately south of Town Hall to provide additional public meeting space. The former library/media center at the Williams Memorial totals 1800 square feet as compared to Council Chambers (1420) and Meeting Room A (399). Improvements could include HVAC and accessibility to begin transitioning this space for public meetings and gatherings.

Public Parks *

- Systemwide work to replace and improve public playgrounds, provide shade structures and ADA access to athletic fields, playgrounds, etc. Examples Addison Park, Welles Park and others.
- Project also contemplates upgrades and improvements to facilities supporting the Welles Village Activity Council for Youth (WACY) and other youth activities held at the Housing Authority facility. Potential satellite location for Town food bank.

Youth and Family Services *

- The pandemic confirmed the importance of outdoor space for programs, activities and performances. The "backyard" of the Youth & Family Annex was successfully used for a variety of meetings and performances since March 2020. Proposal is to provide ADA accessibility and other improvements in support of this use.

Naubuc School *

- The Board of Education completed an independent analysis to reconfigure the open space classroom area at Naubuc School and is proposing allocation of ARPA monies for this purpose. A preliminary all-in estimate for all work totals \$3.2M and involves some 17,000 square feet of work.

Note: This project is likely eligible for a school construction grant of 33.57% of eligible project costs.

Boathouse (Revenue)

- Phase II of the Riverfront Park does not receive support through the General Fund and operating and maintenance costs are through the Special Revenue Fund. Primary revenue is derived through rental of the meeting and banquet space. This use was greatly diminished since March 2020 and the proposal is to allocate ARPA monies to offset revenue losses.

Youth Mentorship **

- This is a program proposed through Youth & Family Services to provide staffing to establish a Youth Mentorship Program to work with at risk young people, young people with uncertain plans following high school, isolated and under-served.

Youth Dial A Ride **

- Provide transportation services to young people lacking transportation to programs and activities, job interviews, tutoring, athletics, wellness/therapy visits, and other activities for which transportation may not be available. Proposal involves purchase of van and staffing to coordinate. As with mentorship, intended for under-served population.

Sanitary Sewer System *

- Potential to allocate funding in support of the master sewer plan. For example, allocate funds in \$1M increments and develop priorities in cooperation with master plan and WPCA.

Drainage *

- Allocate ARPA monies to supplement the capital program for drainage projects. For example, drainage improvements from Spring Street Extension along House Street to Salmon Brook.

Grants to Non-Profits and Other Agencies Serving Glastonbury Residents

- Requires criteria and application/selection process.

Small Business Assistance to Support Businesses Most Impacted by the Pandemic

- Requires criteria and application/selection process.
- Identify form of assistance – grants, loans, other.

Public Water Service – Uranium

- Given the potential uses of the \$10.2M in ARPA monies and order of magnitude of cost estimates for public water service, a meaningful contribution was not thought reasonably possible.

Traffic Signals – Camera System *

- Potential to replace traffic camera systems to include traffic management and recording system. Would need to be linked to pandemic related matters – police investigation and enforcement.

Green Infrastructure – Climate Change

- Potential to support ongoing energy efficiency and alternate energy initiatives. For example, additional EV charging stations for Town operations and work with business and residential property owners to support energy efficiency and favorable climate change.

Bike/Walk *

- Evaluating opportunity to support bike/walk initiatives for sidewalks, multi-use connections, etc.

Social Services

- Potential to allocate monies for direct assistance to families in need to supplement Glastonbury Gives Program. Subject to details

**Identified or to be identified through capital improvement program*

***Subject to success, creates future operating budget obligation*

AMERICAN RESCUE PLAN ACT (ARPA)

PUBLIC INFORMATION HEARING

OCTOBER 12, 2021

\$10.2M Awarded to the Town of Glastonbury

- \$5.1M – May 2021
- \$5.1M – May 2022
- Special Revenue Fund Established
- Allocate - December 31, 2024; Expend - December 31, 2026
- Interim Final Rule – Developing Information
- Preliminary Reporting – April 2022

Eligible Uses – Broad Categories

- Support public health response
- Water and sewer infrastructure
- Negative economic impacts
- Broadband infrastructure
- Replace lost revenue from pandemic
- Equity focused services
- Premium pay for essential workers

Ineligible Uses

- Unfunded Pension Liabilities
- Matching Funds towards Federal Grants
- Interest or Principal on Outstanding Debt
- Contribute to Financial Reserves or Rainy Day Funds

Preliminary Concepts

- Broadband Infrastructure – Fiber Connections
- Affordable Housing
- Riverfront Community Center
- 1361 Main Street
- Williams Memorial
- Public Parks
- Youth and Family Services
- Naubuc School
- Boathouse
- Youth Mentorship
- Youth Dial A Ride
- Sanitary Sewer System
- Drainage
- Grants to Non-Profits
- Small Business Assistance
- Public Water Service – Uranium
- Traffic Signals – Camera System
- Green Infrastructure – Climate Change
- Bike/Walk
- Social Services

Next Steps

- Iterative Process
- Public Comment
- New and Revised Concepts
- Fine Tune Cost Estimates
- Develop Plan



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**PUBLIC HEARING NO. 3
12-07-2021 Meeting**

Richard J. Johnson
Town Manager

December 3, 2021

The Glastonbury Town Council
2155 Main Street
Glastonbury, CT 06033

Re: Adaptive Redevelopment Zone (ARZ) – 38 Hubbard Street

Dear Council Members:

This is a proposal for adaptive reuse of the structure at 38 Hubbard Street by creating 31 residential condominium units. To satisfy statutory timeframes, Council will open the public hearing on the 7th of December. However, the presentation by the applicant, public testimony and Council discussion will not take place until the Regular Council Meeting of Tuesday, January 11, 2022. The legal notice and notice to owners of abutting property so note.

The Town Plan & Zoning Commission is scheduled to consider the proposal at its meeting of Tuesday, December 14, 2021 and a meeting of the Joint Council/TP&Z Subcommittee is anticipated before the Town Plan & Zoning Commission meeting.

Lastly, the schedule noted above could be extended subject to TP&Z review. Statutory timeframes allow for additional extensions from the applicant as applicable.

Sincerely,

Richard J. Johnson
Town Manager

RJJ/sal



Town of Glastonbury

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PUBLIC HEARING NO. 4
12-07-2021 Meeting

Richard J. Johnson
Town Manager

December 3, 2021

The Glastonbury Town Council
2155 Main Street
Glastonbury, CT 06033

Re: Appropriation and Transfer – Design Guidelines

Dear Council Members:

A Council public hearing and action is scheduled for Tuesday evening on a \$125,000 appropriation and transfer to develop Design Guidelines as part of the Building Zone Regulations. The Guidelines are for the proposed Town Center Village District (Overlay Zone) and other business zones for commercial, mixed-use, and multi-unit residential projects.

As discussed at the November 23rd meeting, the recommendation to work with the team from FHI Studio results from a competitive RFQ process, interviews with the selection committee of Council members, TP&Z and staff and follow up discussions on scope and related topics. The process to develop the Design Guidelines is expected to include meetings with Town officials, focus groups with business and property owners, community workshops, drafting of Design Guidelines, public meetings to present and related work.

At its special meeting of Monday, November 29, 2021, the Board of Finance approved the recommended appropriation and transfer from the General Fund-Unassigned Fund Balance to Capital Projects-Design Guidelines. Subject to the public hearing and discussion, the following is provided for Council consideration on Tuesday evening.

"BE IT RESOLVED, the Glastonbury Town Council hereby approves a \$125,000 appropriation and transfer from the General Fund-Unassigned Fund Balance to Capital Projects-Design Guidelines for the Design Guidelines project, as described in a report by the Town Manager dated December 3, 2021, and as recommended by the Board of Finance."

Finally, subject to favorable action, I would expect the process to begin in early 2022.

Sincerely,

Richard J. Johnson
Town Manager

RJJ/sal



Town of Glastonbury

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ITEM #5(A)
12-07-2021 Meeting

Richard J. Johnson
Town Manager

December 3, 2021

The Glastonbury Town Council
2155 Main Street
Glastonbury, CT 06033

Re: Leases – Gideon Welles House

Dear Council Members:

This is a proposal to extend the lease with EB Taylor Photography now Premier Photography Two and Emmy Lou's, Ltd. for the Town-owned Gideon Welles House. A one-year extension through October 2022 at the current monthly rate of \$1,415 and \$2,400 is contemplated. All other terms and conditions would remain in effect. When discussing this topic at the November 23rd meeting, I was asked to schedule for formal Council action.

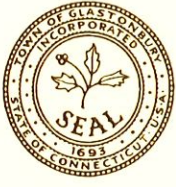
Recommended action for Tuesday evening as follows:

"BE IT RESOLVED, the Glastonbury Town Council hereby authorizes the Town Manager to extend the lease with Premier Photography Two (formerly EB Taylor Photography) and Emmy Lou's, Ltd. for the one-year period through October 31, 2022, as described in a report by the Town Manager dated December 3, 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

ITEM #5(B)
12-07-2021 Meeting

Richard J. Johnson
Town Manager

December 3, 2021

The Glastonbury Town Council
2155 Main Street
Glastonbury, CT 06033

Re: License Agreement – 1361 Main Street

Dear Council Members:

The Agreement for Town purchase of the building and land at 1361 Main Street provides for continued use by the Goodale-Rainmaker Post 56 of the American Legion. Details as follows:

- Three-year term effective with closing. Town to extend base term on a year to year basis subject to Council approval.
- Space includes museum, second floor meeting room (monthly meetings) and large meeting room with prior approval. Schedule changes subject to prior approval.
- \$1 per year rent, Certificate of Insurance to Town standards naming Town additional insured.

A copy of the License Agreement to comply with the Purchase and Sale Agreement is attached and to be executed at closing.

Recommended action for Tuesday evening as follows:

"BE IT RESOLVED, the Glastonbury Town Council hereby authorizes the Town Manager to execute the License Agreement between the Town and Goodale-Rainmaker Post 56 – American Legion, Inc. for use of the Town-owned building at 1361 Main Street in accordance with the Agreement for Sale and Purchase of Real Estate dated July 13, 2021 as described in a report by the Town Manager dated December 3, 2021.

Sincerely,

Richard J. Johnson
Town Manager

RJJ/sal
Attachment

LICENSE

[Portions of 1361 Main Street]

THIS LICENSE (this "License") is made and entered into as of this ____ day of December, 2021, by and between **GOODALE-RAMAKER POST #56 – AMERICAN LEGION, INC.**, of the Town of Glastonbury, County of Hartford and State of Connecticut ("Licensee"), and the **TOWN OF GLASTONBURY**, a municipal corporation duly existing under the laws of the State of Connecticut and having its territorial limits within the County of Hartford ("Licensor").

1. **Premises.** Licensor licenses to Licensee and Licensee licenses from Licensor three (3) certain portions (the "Licensed Premises") of the building (the "Building") on the property commonly known as 1361 Main Street, Glastonbury, Connecticut (the "Land"; the Building and the Land are collectively referred to as the "Property"). The Property is more particularly described on Schedule A attached hereto and made a part hereof. The Licensed Premises are more particularly described as follows:
 - a) That certain room on the second floor of the Building shown as "A Museum 2nd Floor" on the Building floorplan attached hereto and made a part hereof as Schedule B (the "Museum Room");
 - b) That certain room on the first floor of the Building shown as "B Small Meeting Room First Floor" on the Building floorplan at Schedule B (the "Small Meeting Room"); and
 - c) That certain room on the first floor of the Building shown as "C Large Meeting Room First Floor" on the Building floorplan at Schedule B (the "Large Meeting Room").

In connection with Licensee's use of the Licensed Premises, Licensee shall have the right to use, in common with others so entitled, common areas associated with the Property, including corridors, access ways, walkways and non-exclusive parking areas. Licensee shall have the exclusive right to use the area shown as "FLAG RETIREMENT PIT" on the map identified on Schedule A solely for the purpose of Licensee's burning of flags.

2. **Term.** The term of the License shall be three (3) years commencing on the date of the closing on the transfer of title to the Property from Licensee to Licensor (the "Term"). Licensor shall extend the Term on a year-to-year basis subject to the approval of the Glastonbury Town Council, which approval the Town Council may withhold in its reasonable discretion, taking into account Licensor's plans for use or renovation of the Licensed Premises or other relevant matters. Licensor shall provide Licensee with no less than one (1) year's written notice of Licensor's determination to not extend the Term of the License. The word "Term" shall include any extensions of the initial three (3) year Term.

3. **Use of Licensed Premises.**

- a) Licensee shall have the exclusive use of the Museum Room for storage and display of Licensee's memorabilia. Licensee shall have access to the Museum Room at all times during the Term of the License. The Museum Room shall not be open to the general public. Licensor shall have no responsibility for loss of or damage to Licensee's memorabilia, storage and display furniture, furnishings or equipment, or other personal property of Licensee in the Museum Room.
- b) Licensee shall have the exclusive use of the Small Meeting Room on the second (2nd) Thursday of each month during the Term for Licensee's monthly meetings. With the prior written approval of the Glastonbury Town Manager, Licensee may, from time to time, (i) hold such meetings on a different day of the month, (ii) meet more often than once a month, and (iii) use for such meetings the Large Meeting Room. Such meetings shall not be open to the general public.
- c) Licensor shall have the right to establish, and revise from time to time, rules and regulations for the use of the Property, which rules and regulations Licensee shall abide by. Licensee's use of the Licensed Premises and the Property shall at all times comply with all applicable local, state and federal laws and regulations, including but not limited to applicable environmental laws and regulations. Notwithstanding the foregoing, Licensor shall not establish any rule or regulation which impairs or frustrates the Licensee's uses as established in this License Agreement.
- d) Licensor shall have the right, from time to time, upon reasonable prior notice to Licensee, to temporarily close off access to the Licensed Premises and the parking area and vehicle access ways as necessary or desirable for purposes of improvements, maintenance, repairs, and replacements at the Property, and, as to the parking area and vehicle access ways, relocations. Licensor agrees to make reasonable efforts to minimize the disruptions of Licensee's use when making entry as provided in this paragraph.

4. **License Fee.** The license fee shall be one dollar (\$1) per year during the Term, receipt of which is hereby acknowledged.

5. **Insurance.** Licensee shall maintain in force during the License the following minimum insurance coverages and shall name Town of Glastonbury as an Additional Insured on a primary and non-contributory basis as to all policies. All policies shall also include a Waiver of Subrogation.

Insurance shall be written with carriers approved in the State of Connecticut and with a minimum AM Best's Rating of "A-" VIII. Following are the minimum limits:

General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
Umbrella/Excess	Each Occurrence	\$1,000,000
Liability	Aggregate	\$1,000,000

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.

An original, completed Certificate of Insurance must be provided to Licensor prior to the commencement of the Term. Licensee agrees to provide replacement/renewal certificates at least thirty (30) days prior to the expiration date of the policies. Should any of the above described policies be cancelled, limits reduced, or coverage altered, thirty (30) days prior written notice must be given to Licensor by Licensee.

Licensee shall be responsible for insuring, at its sole cost and expense, Licensee's memorabilia, furniture, furnishings, equipment and other personal property located at the Licensed Premises or the Property.

6. **Indemnity.** Licensee shall indemnify and hold harmless Licensor, its officials, employees, agents, contractors and invitees, from and against any liability arising from Licensee's, or its officers, directors, members, employees, agents, contractors, volunteers or invitees, use of the Licensed Premises or the Property, or its or their conduct of business thereon, including, without limitation, any claim arising from any environmental condition or contamination caused by Licensee unless such liability arises out of Licensor's gross negligence or intentional act. This provision shall survive the expiration or earlier termination of this License.
7. **Maintenance; Repair of Damage.** At its sole cost and expense: (i) Licensee shall maintain the Museum Room at all times in a neat and clean condition; and (ii) when Licensee uses the Small Meeting Room or the Large Meeting Room, Licensee shall return such rooms to the condition they were in prior to such use, including but not limited to collecting and removing any trash or litter. Further, at its sole cost and expense, Licensee shall promptly repair any damage caused to the Licensed Premises or the Property by Licensee, its officers, directors, members, employees, agents, contractors, volunteers or invitees, or, at the option of Licensor, Licensor shall repair such damage and Licensee shall promptly reimburse Licensor for the cost of such repair.
8. **Alterations.** Licensee shall not make any changes or alterations to the Licensed Premises without Licensor's prior written consent, which consent may be withheld in Licensor's sole discretion.

9. **Yield-up at Expiration of Term.** Licensee shall, at the expiration of the Term, peaceably yield up the Licensed Premises in the same condition in which they were delivered to Licensee, fire or unavoidable casualty and reasonable use and wear excepted. In addition, Licensee shall, on or before the expiration of the Term, remove all memorabilia, furniture, furnishings, equipment, fixtures and personal property of Licensee from the Licensed Premises. Licensee shall pay Licensor for any and all damage to the Licensed Premises or the Property resulting from the removal of such memorabilia, furniture, furnishings, equipment, fixtures and personal property of Licensee.
10. **Casualty; Condemnation.** If all or any portion of the Licensed Premises, the Building or the Property should be damaged by fire or casualty, or taken by eminent domain, this License shall terminate at the option of Licensor upon written notice to Licensee thereof.
11. **Assignment; Sublicense.** This License shall not be assignable by Licensee, and any purported assignment shall be null and void. Licensee shall not sublicense all or any portion of the Licensed Premises.
12. **Default.** (a) If the Licensee shall default in the performance or observance of any License covenant or condition, Licensor may give Licensee notice of such default and, if Licensee does not cure such default within thirty (30) days after the giving of such notice (or, if such default is of such nature that it cannot be cured within such thirty (30) days, if Licensee does not promptly commence a good faith effort to cure such default during such thirty (30) day period), then Licensor, at its option, shall have the following rights.
- (b) Following the occurrence of a default, Licensor may do any one or more of the following:
- (i) perform, on behalf and at the expense of Licensee, any obligation of Licensee under this License which Licensee has failed to perform, the reasonable cost of which performance by Licensor shall be payable by Licensee to Licensor upon demand;
- (ii) terminate this License and the rights created hereby, but only by summary process in accordance with C.G.S. 47a-1 et seq. ("Summary Process");
- (iii) in the event Licensor evicts Licensee from the Licensed Premises by Summary Process or Licensee voluntarily agrees to vacate the Licensed Premises upon default, then Licensor shall have the right to remove Licensee and all other persons and property from the Licensed Premises, and store such property in a public warehouse or elsewhere at the cost of and for the account of Licensee without Licensor being liable for trespass or for any loss or damage occasioned thereby; and
- (iv) exercise any other legal or equitable right or remedy Licensor may have.

(c) If this License or Licensee's possessory interest pursuant thereto is terminated by Licensor pursuant to this Section, Licensee nevertheless shall remain liable for all damages to Licensor permitted by law, but specifically excluding consequential damages.

Any and all rights and remedies which Licensor may have under this License, at law or in equity, shall be cumulative and shall not be deemed inconsistent with each other and any two or more or all of such rights and remedies may be exercised at the same time.

If upon any default by Licensee hereunder, Licensor shall employ the services of counsel to enforce any provisions of this License, Licensee shall pay, on demand, the Licensor's reasonable costs thereof and any other expenses of the collection of any amounts due hereunder

13. **Quiet Enjoyment.** Subject to all of the provisions of this License, so long as no default beyond any applicable grace period exists hereunder, Licensor covenants to do no act to disturb the peaceful and quiet occupation and enjoyment of the Licensed Premises by Licensee, and Licensee shall and may at all times during the Term peaceably and quietly have, hold and enjoy the Licensed Premises without any manner of suit, trouble or hindrance of and from any person claiming by, through or under Licensor.
14. **Entire Agreement.** This License sets forth the entire agreement between the parties. Any prior conversations or writings concerning the Licensed Premises are merged herein and extinguished. No subsequent amendment to this License shall be binding upon Licensor or Licensee unless reduced to writing and signed by both Licensor and Licensee.
15. **No Waiver.** The failure of Licensor to insist in any one or more instances upon the strict performance of any one or more of Licensee's obligations under this License, or to exercise any election herein contained, shall not be construed as a waiver or relinquishment for the future of the performance of such one or more obligations of this License or of the right to exercise such elections.
16. **Recording.** Licensee shall not record this License or a notice thereof on the Glastonbury Land Records.
17. **Severability.** If any term or provision or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this License, or the application of such term or provisions to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this License shall be valid and enforced to the fullest extent permitted by law.
18. **Binding.** This License shall be binding upon and shall inure to the benefit of the parties hereto and their successors.
19. **Applicable Law.** This License shall be governed by and construed in accordance with the internal laws of the State of Connecticut.

20. **Counterparts.** This License may be executed in any number of counterparts (including those delivered or executed by electronic means, including PDF, DocuSign or similar platforms), each of which shall be considered an original and all of which taken together shall constitute one and the same agreement.
21. **Notices.** Any written notice that either party desires to give to the other party shall be hand delivered, sent by email with delivery confirmation, sent by prepaid U.S. mail, or sent by overnight delivery by a nationally recognized courier service to the other party at the following address:

LICENSEE:

John Davis, Jr.
202 Karen Lee Road
Glastonbury, CT 06033
Email: j_davisjr@yahoo.com

LICENSOR:

Town of Glastonbury
2155 Main Street
Glastonbury, CT 06033
Attention: Richard J. Johnson, Town Manager
Email: richard.johnson@glastonbury-ct.gov

or to such other address or to the attention of such other person as hereinafter shall be designated in writing by the applicable party sent in accordance herewith. Any such notice or communication shall be deemed to have been given (a) in the case of hand delivery, at the time of such hand delivery, (b) in the case of overnight delivery service, on the next Business Day, (c) in the case of U.S. mail, three (3) Business Days after postmarked, and (d) in the case of email transmission, on the Business Day so delivered if delivered by 5:00 PM, otherwise the next Business Day. “Business Day” shall mean any day of the week other than a Saturday, Sunday, federal holiday or legal holiday in the State of Connecticut.

[signature page follows]

IN WITNESS WHEREOF, the parties hereto have set their hands on the day and year first above written.

LICENSEE:

Goodale-Ramaker Post #56 –
American Legion, Inc.

By: _____
John A. Davis
American Legion Commander
Post 56

LICENSOR:

TOWN OF GLASTONBURY

By: _____
Richard J. Johnson
Its Town Manager

SCHEDULE A

Description of the Property [conform to final version of map]

A certain tract or parcel of land with the improvements thereon located on the westerly street line of Main Street [A/K/A Connecticut Route 17] in the Town of Glastonbury, County of Hartford and State of Connecticut, and being shown as “N/F Goodale-Ramaker Post #56, Vol. 78/Pg. 237, Assessor Map D9/Street 4140/Lot W0118, Area = 51,279 Sq. Ft., 1.177 Acres” on a map entitled **“PROPERTY SURVEY DEPICTING LAND OF GOODALE-RAMAKER POST #56 - AMERICAN LEGION, INC. TO BE ACQUIRED BY THE TOWN OF GLASTONBURY, 1361 MAIN STREET, (A/K/A/ CONNECTICUT ROUTE 17), GLASTONBURY, CONNECTICUT, SCALE: 1”=20’, DATE: 08-06-2021, DAVID A. SIMLER, L.S.”**, which map is to be filed in the Glastonbury Town Clerk’s Office, and being more particular bounded and described as follows:

Beginning at a monument on the westerly street line of Main Street, said monument being the south easterly corner of the herein described parcel of land;

Thence; proceeding S 79°-49’-38” W along land of Old Church Cemetery, for a distance of 294.08 feet to a monument;

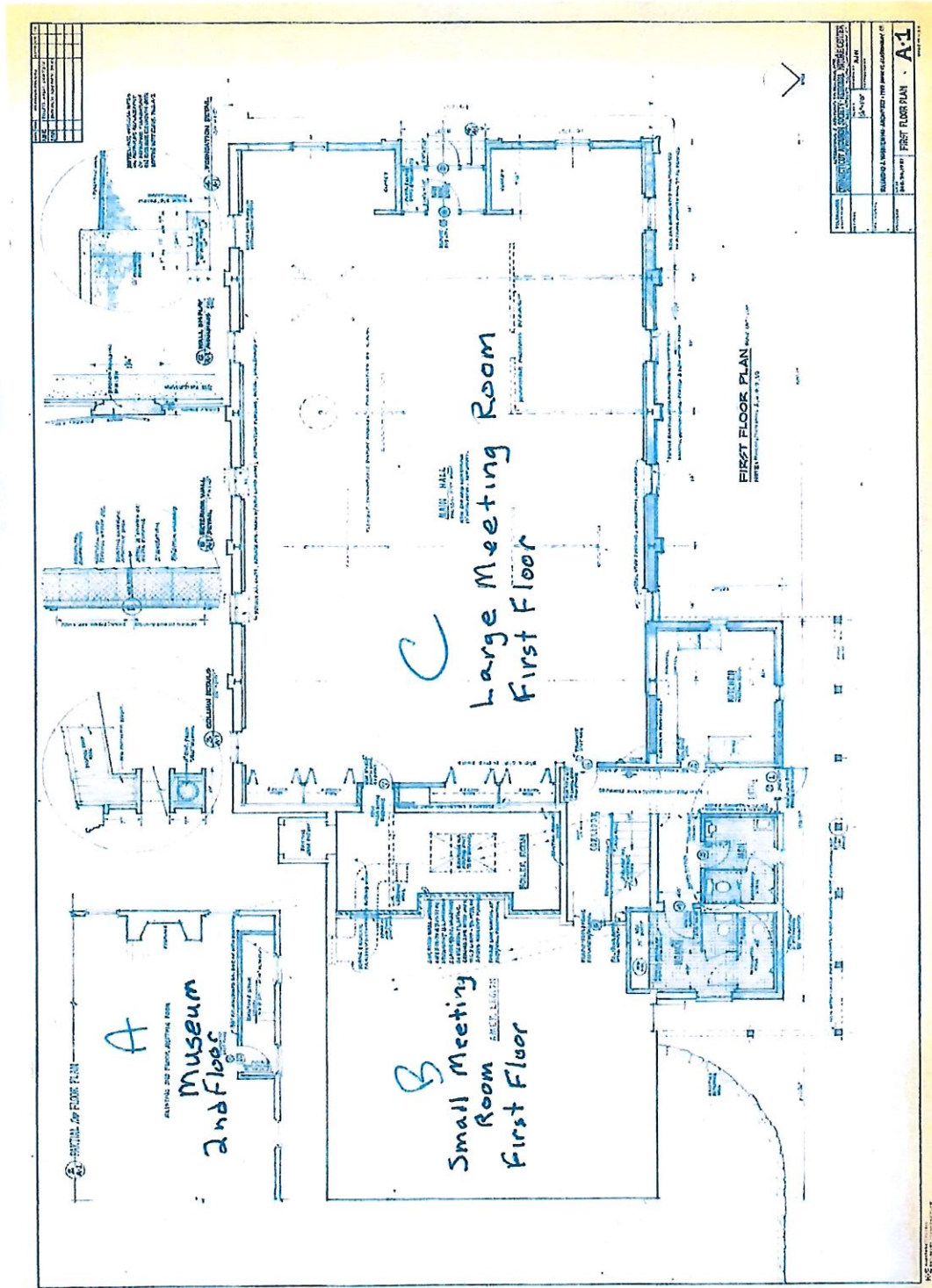
Thence; proceeding N 10°-14’-02” W along land of the Town of Glastonbury, for a distance of 177.70 feet to a monument;

Thence; proceeding N 81°-07’-28” E along land of Faraci & Foley Realty LLC., for a distance of 294.16 feet to a rebar

Thence; proceeding S 10°-14’-02” E along the westerly street line of Main Street, for a distance of 171.04 feet to a monument; said monument is the point of beginning.

The herein described parcel of land contains 1.177 acres, more or less.

SCHEDULE B





Town of Glastonbury

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FAX (860) 652-7505

ITEM #5(C)
12-07-2021 Meeting

Richard J. Johnson
Town Manager

December 3, 2021

The Glastonbury Town Council
2155 Main Street
Glastonbury, CT 06033

Re: Council Meeting Schedule 2022

Dear Council Members:

The Regular Council Meeting of November 8, 2022 falls on Election Day. This was missed when the schedule was approved for the coming calendar year. If you would like to reschedule, the typical practice is to move to the next day – Wednesday. This can be accomplished as follows:

"BE IT RESOLVED, the Glastonbury Town Council hereby amends the Schedule of Regular Meetings for Calendar Year 2022 by holding a Regular Meeting on Wednesday, November 9, 2022 in lieu of Tuesday, November 8, 2022 as previously scheduled, as described in a report by the Town Manager dated December 3, 2021.

Sincerely,

Richard J. Johnson
Town Manager

RJJ/sal



Town of Glastonbury

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Richard J. Johnson
Town Manager

ITEM # 6(A) & (B)
12-07-2021 Meeting

December 3, 2021

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. Appropriation and Transfer – General Fund Transfer – Land Acquisition

This is a proposal to transfer the \$8,000 received to the Town from sale of the small parcel of Town-owned land at 210 Griswold Street (to Chabad Jewish Center) to the Capital Projects for Land Acquisition. This capital project account helps fund smaller land purchases and the thought is revenue from sale of land is an appropriate source of funding to this account. The available balance totals \$44,071.

"BE IT RESOLVED, that the Glastonbury Town Council hereby refers to the Board of Finance the request for an \$8,000 appropriation and transfer from the General Fund-Unassigned Fund Balance to Capital Projects-Land Acquisition and schedules a public hearing for 8:00 p.m. on Tuesday, January 11, 2022 in the Council Chambers of Town Hall, 2155 Main Street, Glastonbury and/or through Zoom Video Conferencing, as described by a report from the Town Manager dated December 3, 2021."

b. Public Information Hearing – Main Street Pavement Rehabilitation and Bicycle/Pedestrian Improvements – Gateway Area

The Town is awarded grants per the LOTCIP Program for the Main Street pavement rehabilitation project (\$2M±) and construction of new sidewalks within the Gateway area (\$1M±). As in the past, the grant process requires a public information hearing. Action to schedule the public information hearing is scheduled for Consent Calendar action as follows:

"BE IT RESOLVED, that the Glastonbury Town Council hereby schedules a public information hearing(s) for projects approved through the LOTCIP Grant Program to include Main Street reconstruction (School Street to New London Turnpike/Naubuc Avenue) and construction of new sidewalks within the Gateway area (Eastern and Western Boulevard, National Drive) for 8:00 p.m. on Tuesday, January 11, 2022 in the Council Chambers of Town Hall, 2155 Main Street, Glastonbury and/or through Zoom Video Conferencing, as described by a report from the Town Manager dated December 3, 2021."

Sincerely,

Richard J. Johnson
Town Manager

RJJ/sal



Town of Glastonbury

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Richard J. Johnson
Town Manager

ITEM #7
12-07-2021 Meeting

December 3, 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. Cotton Hollow Mill Walls

I am pleased to advise the Hartford Foundation for Public Giving (HFPG) has awarded a \$35,000 grant through the Land Heritage Coalition in Town for work to restore the historic Cotton Hollow Mill Walls. Sincerest thanks and appreciation to the HFPG and all those involved with this successful grant process.

2. Historic Buildings – Main Street

Attached are the updated letters of objection to proposed demolition to the subject buildings along Main Street.

3. Newsletter

The December 2021 edition of Glastonbury at a Glance is attached.

4. Budget Schedule

For planning purposes, the following dates are anticipated for the start of the FY 23 budget process:

- Capital Improvement Workshop – 6:00 p.m. Thursday, January 20, 2022 – RCC – Community Room.
- Annual Town Meeting – 7:00 p.m. Wednesday, January 26th or Thursday, January 27th – Council Chambers.

5. Property Revaluation

The property revaluation process was last completed effective October 1, 2017. Per the state mandated five-year cycle, the next revaluation is effective October 1, 2022. The attached page outlines the general schedule. As noted, near term work involves photo and data collection. I will be happy to schedule Assessor Nicole Lintereur to brief Council at a future meeting.

6. Williams Memorial

The Williams Memorial wing of the Academy Complex is located immediately south of Town Hall. This space previously served as a school media center before 6th grade students relocated to Gideon Welles. As discussed when considering potential projects for ARPA funding, the upper level has potential to provide much needed meeting/public gathering space. Such use has been discussed in prior years and previous project scope and cost estimates being updated. Chairman Gullotta has suggested making this space available for public view. I can schedule for a Saturday in January as applicable.

7. Public Act 490 – Open Space

PA 490 establishes forest and farmland classifications which are mandatory on cities and towns. A PA 490 designation reduces the assessment on the land and related taxes. The underlying statute also provides a local option for open space. Glastonbury has not enacted this designation. Summary background information on the open space option as follows:

- POCD to designate areas of open space recommended for preservation and such designation requires approval by a majority vote of the legislative body.
- Open space identified for preservation generally supports the following:
 - Maintain and enhance conservation of natural or scenic resources.
 - Protect natural streams and water supply.
 - Promote conservation of soils, wetlands, beaches or tidal marshes.
 - Enhance the value to the public of abutting or neighboring parks, forests, wildlife preserves, nature reservations, sanctuaries or other spaces.
 - Enhance public recreation opportunities.
 - Preserve historic sites.
 - Promote orderly, urban or suburban development.

Generally, the local ordinance would establish a minimum acreage (e.g. 5, 10 acres), open space assessment, etc. A preliminary review indicates the potential for 320 parcels of 5+ acres and 100 of 10+ acres that could be eligible. If all applied and approved, estimated annual tax loss \$450-480,000 and \$250-300,000. This is very preliminary.

I wanted to provide this basic information in response to public comment of the 23rd and can provide more detailed information as Council may find helpful.

8. Demolition Delay Ordinance – Policy & Ordinance Review Committee

At a prior meeting, a suggestion was made to revisit the Demolition Delay Ordinance. To proceed a referral to the Policy & Ordinance Review Committee is suggested. Additional comments on the suggested changes would be appreciated to help guide the Subcommittee.

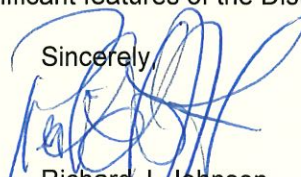
9. Meeting Format

Glastonbury like some 80% of the state has returned to the red zone - 15.5 for new cases per 100,000 population. Per previous discussion, the red zone was the general threshold for in person or zoom meeting format. Suggest you discuss Tuesday evening. I have attached the general protocol for close contact with an infected person.

10. State Review Board

In response to the application to demolish the Wright-Gaines building and the workhouse to the rear, the State Review Board of SHPO met on Friday, December 3rd. The purpose of the meeting was to confirm whether these structures continue to contribute to the National Historic Register District. After discussion, the SRB voted unanimously to support these structures as significant features of the District.

Sincerely,



Richard J. Johnson
Town Manager



Together for good.⁴

November 12, 2021

Land Heritage Coalition of Glastonbury, Inc.
236 Olde Stage Road
Glastonbury, CT 06033

Board of Directors

Theodore S. Sergi, Chair
Rodney O. Powell, Vice Chair
Andrew R. Worthington, Treasurer
Nancy P. Bernstein
Marlene M. Ibsen
Min Jung Kim
Estela R. López
Mark Overmeyer-Velásquez
Richard N. Palmer
Nicole Porter
David M. Roth

President

Jay Williams

Grant Number: 69121

Dear Grantee:

I am pleased to inform you that the Hartford Foundation for Public Giving has approved a grant of \$35,000.00 to Land Heritage Coalition of Glastonbury, Inc., through your fiscal agent Town of Glastonbury, for project: *Cotton Hollow Mill Walls' stabilization and site improvements*. This grant is made possible by the generosity of the Norma and Natale Sestero Fund serving Glastonbury residents.

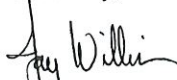
In an effort to expedite our grant payment process, the payment for this grant will be sent to your fiscal agent Town of Glastonbury, directly from Bank of America; the grant number is referenced on the check. By depositing the check, you agree to the terms and conditions of this grant award letter and to report on this grant by December 1, 2022.

The report is available and is to be completed through the Grant Portal through the account that was used to submit the application. You will receive a reminder with instructions prior to the deadline. The Foundation requests this information to assess the benefits of its grants to the community, as well as for our records of disbursements and public reports. Please contact us if the follow up report should be assigned to another person in your organization, other than the staff member who originally submitted the application. If you have any questions pertaining to this grant, please reach out to Cierra Stancil, Community Impact Officer at CStancil@hfpg.org.

You are welcome to, but we do not require efforts to communicate the good news about your grant. If you do decide to publicize the grant in any form, the text must be reviewed in advance by our Communications Department. To assist, guidelines for various forms of communications and a sample news release/newsletter story are available at <http://hfpg.org/GrantCommunication>.

We wish you the best on this important effort.

Sincerely,


Jay Williams
President
JW/db

c: Mr. Richard J. Johnson, Town Manager, Town of Glastonbury

RECEIVED
2021 NOV 22 PM 3:29
TOWN MANAGER

10 Columbus Boulevard, 8th Floor
Hartford, CT 06106

⁴Related party, as defined by the IRS, includes (i) a donor's or fund advisor's spouse, ancestors, children, grandchildren, great grandchildren, brothers, and sisters (whether by the whole or half-blood), and the spouses of children, grandchildren, great grandchildren, brothers and sisters, and (ii) entities in which donors, donor advisors or their respective family members described above own more than 35 percent of the (x) combined voting power if the entity is a corporation, (y) profits interest if the entity is a partnership, or (z) beneficial interest if the entity is a trust or estate.

860-548-1888
fax 860-249-3561
www.hfpg.org



Town of Glastonbury

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FAX (860) 652-7505

Richard J. Johnson
Town Manager

November 24, 2021

Mr. Peter Carey
Building Official/Zoning Enforcement Officer
Town of Glastonbury
2155 Main Street
Glastonbury, CT 06033

Re: Formal Objection to Demolition Permit – 2277-2289 Main Street

Dear Mr. Carey:

In accordance with Section 5-64 of the Glastonbury Town Code of Ordinances, please consider this a formal objection to the issuance of a demolition permit for the structures at 2277-2289 Main Street. By action at its meeting of Tuesday, September 28, 2021, the Town Council voted unanimously to support this formal objection. When taking this action, the Council expressed its strong preference that demolition be avoided and the 121+ year-old structures be preserved. Ongoing efforts will focus on achieving this goal.

On Friday, November 12, 2021 the Applicant re-filed for a demolition permit and the notice of the application was published Thursday, November 18, 2021. By unanimous vote at its meeting of Tuesday, November 23, 2021, the Council reaffirmed its previous action to object to the issuance of a demolition permit for the subject property.

Should you have any questions, please let me know. This letter is copied as noted below. Should additional notifications be required, please so notify me accordingly.

Sincerely,



Richard J. Johnson
Town Manager

RJJ/sal

cc: Glastonbury Town Council
2277-2289 Main Street LLC (owner of record) c/o The HB Nitkin Group
Attorney Meghan Alter Hope, Alter & Pearson, LLC (Applicant)



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

November 24, 2021

Mr. Peter Carey
Building Official/Zoning Enforcement Officer
Town of Glastonbury
2155 Main Street
Glastonbury, CT 06033

Re: Formal Objection to Demolition Permit – 2341-2345 Main Street

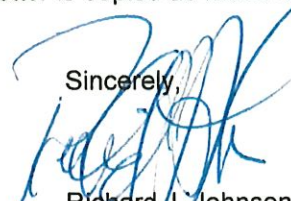
Dear Mr. Carey:

In accordance with Section 5-64 of the Glastonbury Town Code of Ordinances, please consider this a formal objection to the issuance of a demolition permit for the structures at 2341-2345 Main Street. By action at its meeting of Tuesday, September 28, 2021, the Town Council voted unanimously to support this formal objection. When taking this action, the Council expressed its strong preference that demolition be avoided and the 121+ year-old structures be preserved. Ongoing efforts will focus on achieving this goal.

On Friday, November 12, 2021 the Applicant re-filed for a demolition permit and the notice of the application was published Thursday, November 18, 2021. By unanimous vote at its meeting of Tuesday, November 23, 2021, the Council reaffirmed its previous action to object to the issuance of a demolition permit for the subject property.

Should you have any questions, please let me know. This letter is copied as noted below. Should additional notifications be required, please so notify me accordingly.

Sincerely,



Richard J. Johnson
Town Manager

RJJ/sal

cc: Glastonbury Town Council
Main Street Glastonbury 2341 LLC (owner of record) c/o The HB Nitkin Group
Attorney Meghan Alter Hope, Alter & Pearson, LLC (Applicant)



Town of Glastonbury

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FAX (860) 652-7505

Richard J. Johnson
Town Manager

November 24, 2021

Mr. Peter Carey
Building Official/Zoning Enforcement Officer
Town of Glastonbury
2155 Main Street
Glastonbury, CT 06033

Re: Formal Objection to Demolition Permit – 2389 Main Street

Dear Mr. Carey:

In accordance with Section 5-64 of the Glastonbury Town Code of Ordinances, please consider this a formal objection to the issuance of a demolition permit for the structures at 2389 Main Street. By action at its meeting of Tuesday, September 28, 2021, the Town Council voted unanimously to support this formal objection. When taking this action, the Council expressed its strong preference that demolition be avoided and the 121+ year-old structures be preserved. Ongoing efforts will focus on achieving this goal.

On Friday, November 12, 2021 the Applicant re-filed for a demolition permit and the notice of the application was published Thursday, November 18, 2021. By unanimous vote at its meeting of Tuesday, November 23, 2021, the Council reaffirmed its previous action to object to the issuance of a demolition permit for the subject property.

Should you have any questions, please let me know. This letter is copied as noted below. Should additional notifications be required, please so notify me accordingly.

Sincerely,

Richard J. Johnson
Town Manager

RJJ/sal

cc: Glastonbury Town Council
238 Main Street LLC (owner of record) c/o The HB Nitkin Group
Attorney Meghan Alter Hope, Alter & Pearson, LLC (Applicant)



GLASTONBURY AT A GLANCE

DECEMBER 2021

HOLIDAY OFFICE CLOSINGS

Town facilities will be CLOSED on Friday, December 24th - Christmas Eve, (Christmas Day Observed), and Friday, December 31st - New Year's Eve, (New Year's Day Observed). This includes Town Hall, Academy, WTML, RCC, Youth & Family Services, the Transfer Station, and the Bulky Waste Facility. Town facilities will resume standard operating hours following each holiday. Wishing you and yours a joyous holiday season and a Happy New Year!

2022 PROPERTY REVALUATION

The Town has contracted with Vision Government Solutions Inc. to perform the property revaluation for the 2022 Grand List. A revaluation will determine the current fair market value of every property in town, and equalizes the values of all properties to ensure a fair distribution of the tax burden.

In the coming weeks, Vision personnel will be driving through town to review properties, take photos, and update property characteristics. Their registered vehicles will have "Assessor's Office" signs posted in their windows for identification.

Project updates will be posted to the Town website as applicable. Please contact the Assessor's office at (860) 652-7600 or visit www.glastonburyct.gov/reval for more information.

UPCOMING EVENTS AND DEADLINES

The list below is a SAMPLING of upcoming events and important dates. Please visit the Town website, www.glastonburyct.gov/events, the Sharing Tree (Senior) Newsletter, www.glastonburyct.gov/sharingtree, or the WTML Library website, www.wtmlib.com to view a FULL listing of upcoming events/programs and related details and registration requirements.

- **12/2 - Rentschler Field's Magic of Lights Trip** - Leaves from RCC at 5:00 PM
- **12/5 - Annual Santa's Run Road Race** - To register or learn more, please visit www.glastonburyct.gov/santasrun
- **12/6 and 12/8 - Holiday Crafts at the RCC**
- **12/7 - Parks & Recreation Winter/Spring program registration opens**
- **12/14 - Glastonbury Senior Center's Jingle Bell Rock Holiday Luncheon** - To be held at 12:00 PM (noon) at the RCC and Fairgrounds
- **12/15 - FREE Situational Awareness Workshop** - 6:00 PM - 8:00 PM - Join the Glastonbury Police Department to learn about criminal behavior/trends, how to increase your personal safety, and more. Space is limited. To reserve your spot, please contact Officer Magrey at (860) 652-4286 or michael.magrey@glastonbury-ct.gov.
- **Monday Movies at the Senior Center** - 1:00 PM every Monday in December

SEASONAL VOLUNTEER OPPORTUNITIES

Glastonbury Gives & Cares Chores Program - Assist community members in need with general yard work this season. Please contact Matt Snyder at (860) 652-7645 or matthew.snyder@glastonbury-ct.gov to sign-up, or for more information.

Pitch In and Help Keep Glastonbury Beautiful! - Individuals, families, businesses, and community groups are welcome to sign up and 'Pitch In!' to help keep Glastonbury's parks and open spaces clean and free of litter. Town staff will provide trash bags, gloves, and trash picker tools. (For larger groups, the Town encourages folks to please bring their own pickers.) To volunteer for this ongoing effort, please visit <https://glastonbury.seamlessdocs.com/f/iteuayv6u4h8>.

HOLIDAY PROGRAMS

To register, or learn more about any of the programs listed below, please visit www.glastonburyct.gov/holidays.

HOUSE DECORATING CONTEST!

The Glastonbury Parks and Recreation Department is hosting its 2nd annual Holiday House Decorating Contest this December. Community members are encouraged to decorate the exterior of their homes and sign up for this friendly competition! A map will be posted to the Town website to highlight all participating locations so that residents can create their own festive driving tours and participate in a scavenger hunt. Registration details and more information are available online. To participate, please register online between Nov. 9th and Dec. 3rd. (Pictured at right: A few of the 2020 contest winners.)



WISH LETTERS PROGRAM

Glastonbury children are invited to write a letter with their holiday wishes to Santa, the Reindeer, the Mensch on the Bench, Frosty the Snowman, or any holiday figure they choose! Beginning on November 25th, letters can be dropped off in the holiday box at the Parks & Recreation entrance of the Academy building (2143 Main St.), the main entrance of the Riverfront Community Center, (300 Welles St.) or mailed to the Parks & Recreation Department at 2143 Main Street. Please be sure to include a return address on all letters to ensure all children receive a letter back via U.S. Postal Service!

FAMILY JUKEBOX BINGO

Get your groove on while playing Bingo from the comfort of your own home! Play a few rounds of Bingo AND listen to some of the greatest hits! Holiday music is incorporated into this event to make it even more festive, and prizes will be awarded to BINGO winners! This event is FREE and will be held on December 17th from 5:30 PM – 6:30 PM.

PET PHOTO CONTEST

Send us a photo of your pet dressed in the holiday spirit for a chance to win some cool prizes! Submission period is Nov. 30th through Dec. 13th.

FREE POST-HOLIDAY TREE DISPOSAL

Residents in any type of vehicle will be allowed free disposal of their holiday tree at the Bulky Waste facility on Tryon Street from December 27, 2021 through January 31, 2022. One tree per vehicle permitted. While trees may also be disposed of at the Transfer Station during this time, residents are strongly encouraged to use the Bulky Waste Facility as this is the final disposal area for all trees and will therefore reduce town transportation costs (tax dollars).

Waste disposal permits are NOT needed but proof of residency is required.

Operating hours for these facilities are:
Bulky Waste Facility:

Monday - Saturday; 7:00 AM - 3:00 PM

Transfer Station:

Tuesday - Saturday; 7:00 AM - 3:00 PM

Questions may be directed to Refuse Disposal Division at **(860) 652-7772**.

SUPPORT GROUPS

Glastonbury Youth & Family Services (Y&FS) is facilitating the following community support groups.

Parent/Guardian Support Group for Children experimenting with Substance Abuse

Group meets the second Tuesday of every month. Contact Mirela or Madison at (860) 652-7531 for more details.

LGBTQ+ Support Group

Bi-weekly support group for LGBTQ+ middle and high school students.
GHS students: Jan 6th; 2:15 - 3:15 PM
GWS and SMS students: January 13; 3:30 - 4:30 PM

To register or get more info, please contact (860) 652-7668 or jeanne.theleen@glastonbury-ct.gov.

RESIDENTS URGED TO RESPECT SATELLITE RECYCLING LOCATION

The Town's satellite recycling site, (located in the rear parking lot of Town Hall), is intended ONLY for recyclables as defined on the container signage. Unfortunately, UNACCEPTABLE materials such as household trash, furniture, electronics, plastic bags, and carpeting continue to be discarded at this site. Such abuse results in the rejection and/or contamination of acceptable recyclables, and leads to additional staff labor (tax dollars) to sort and/or discard inappropriate materials.

The following items are ACCEPTABLE for disposal at the satellite site:

Glass & metal food containers; plastic food & beverage containers #1 thru #7; aseptic packaging; newspapers/mail/magazines; and boxboard (e.g. cereal/pasta boxes). Items NOT permissible for disposal at the satellite site, (including Corrugated cardboard), should be disposed of at the Transfer Station or Bulky Waste Facilities.

If satellite bins are full, do NOT discard items around the outside of the bin. Instead, bring them to the Transfer Station or Bulky Waste Facility, or return at another time/day after the bin has been emptied.

Additional information may be obtained through the Refuse Disposal information line: (860) 652-7790, Refuse Division office: (860) 652-7772, or online at www.glastonburyct.gov/recycle.

Community cooperation is appreciated.

STAY 'IN THE KNOW' ON ALL THINGS GLASTONBURY!



Subscribe to Town emails



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PREVENT VEHICLE THEFT



Scan for more information on auto theft in Glastonbury

LOCK cars and windows,



PARK in well-lit areas,

STOW away valuables,



DO NOT leave keys in car,

and

NEVER leave your vehicle while it's running.



NHTSA.gov/theft

www.glastonburyct.gov/crimedata

GLASTONBURY POLICE 860-633-8301

VEHICLE THEFTS AND REAL-TIME CRIME DATA

The Glastonbury Police Department reminds residents to lock their cars and to refrain from leaving valuables in their vehicles. Although the total number of stolen vehicles in Glastonbury are trending below 2020 numbers, we are still experiencing a significant number of incidents in town, including several vehicles that have been stolen from unlocked garages or while left running at gas stations and other local businesses. Please remember NOT to leave your keys in your vehicle and never leave your vehicle unsecured and running, even if you are just running into a business for a moment. The best way to prevent yourself from becoming a victim is to take these precautionary measures to protect yourself. Our patrol officers continue to proactively patrol your neighborhoods looking for suspicious activity and our newly formed Auto Theft Team has been aggressively investigating stolen vehicle incidents this year. Please remember to call the police to report any suspicious activity in your community. Together we can continue to suppress these criminal activities.

A new, interactive "police activity dashboard" is now available on the Town website to better inform residents of crime trends in their community. Using the dashboard, residents can filter police activity by street, view reported crimes on an interactive map, and follow criminal activity in town in near real time. To access the dashboard please visit www.glastonburyct.gov/crimedata.

Approved Schedule

TASK	FROM	TO
Project Startup	8/16/2021	
Database Management	On Going	
Public Relations	On Going	
Photo Collection	12/1/2021	8/1/2022
Data Collection <i>Excluding BP's and Sales</i>	1/10/2022	8/1/2022
Data Mailers	01/10/2022	6/1/2022
Analysis and Valuation	3/1/2022	8/1/2022
Field Review	5/2/2022	9/15/2022
Assessor's Office to Enter Final Deeds	10/4/2022	
Final Sales Analysis	10/5/2022	10/11/2022
Proposed Values to Assessor	10/14/2022	
Assessor's Review	10/14/2022	11/11/2022
Assessment Notices Mailed	11/14/2022	11/17/2022
Informal Hearings	11/28/2022	12/16/2022
Second Notice & Valuation Reconciliation	12/19/2022	12/29/2022
Project Completion	12/30/2022	

EXPOSED AS A CLOSE CONTACT TO COVID-19 INFECTED PERSON? (less than 6 feet for 15 minutes or more over 24 hour period)

Unvaccinated:

- [Quarantine](#).
- Stay home 14 days after last exposure to person infected with COVID-19
- Monitor for fever of 100.4°F, shortness of breath or other symptoms
- If possible, stay away from people you live with, especially people who may be at high risk for COVID-19

CDC/DPH-Acceptable shortened quarantine-

- stop quarantine after day 10, monitor symptoms for next 4 days
- stop quarantine after day 7 after receiving a negative test which was taken on day 5 or later, monitor symptoms for remaining days until 14 days from exposure

If you develop symptoms:

- immediately self-isolate. Seek out a testing location, get rapid (antigen) tested as soon as possible.
- inform employer of test results
- monitor your symptoms
- stay in a separate room from other household members
- use a separate bathroom if possible
- don't share personal items such as cups, towels or utensils
- wear a mask when around other people if possible
- isolate for at least 10 days after symptoms start (or positive test results if asymptomatic) AND at least 24 hours without fever (no fever-reducing meds)

Vaccinated:

- If you came into [close contact](#) with someone with COVID-19 get RT-PCR tested 5 - 7 days after the date of your exposure and wear a mask in public indoor settings for 14 days after exposure or until a negative test result.
- If you are experiencing [COVID-19 symptoms](#) get rapid (antigen) tested as soon as possible
- Isolate if you have tested positive for COVID-19 in the prior 10 days or are experiencing [COVID-19 symptoms](#).

MEMORANDUM

To: Town Council Members

From: Rules of Procedure Subcommittee
Jake McChesney
John Cavanna

Date: December 7, 2021

Re: Report and Recommendation

The Rules of Procedure Subcommittee met on Thursday, December 2, 2021 to review potential amendments to the Council Rules of Procedure for the 2021-2023 Council. The amendment outlined on page 2 concerning the public comments session is recommended. This changes the word "should" to "shall" to now read "At the opening of each Council meeting, an opportunity shall be provided for the public to be heard." This matter is scheduled for a report and recommendation on Tuesday evening.

"BE IT RESOLVED, that the Glastonbury Town Council hereby amends Council Rules of Procedure for the 2021-2023 Council as recommended by the Rules of Procedure Subcommittee in a report dated December 7, 2021, and adopts the amended Rules of Procedure effective December 7, 2021."

RJJ/sal
Attachment

**RULES OF PROCEDURE
GLASTONBURY TOWN COUNCIL
2021 – 2023**

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 shall** 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) _____

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.

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

MARC, INC. OF MANCHESTER
151 SHELDON ROAD
MANCHESTER, CONNECTICUT
06042

860-646-5718
FAX 860-645-9910

KEVIN ZINGLER
PRESIDENT AND CEO



November 18, 2021

Richard Johnson, Town Manager
2155 Main Street
Glastonbury, CT 06033-6523

Dear Richard,

When the Town of Glastonbury Department of Youth & Family Services grants \$11,168.00 to MARC, Inc. of Manchester it directly improves the lives of individuals with intellectual and developmental disabilities within our community. There is no greater support to this population because it shows them that you see them as community members and constituents and not just a disability. In addition to the investment you are making in your townspeople, your belief in MARC's mission and confidence in our organization is greatly appreciated.

Thank you for your support.

In Gratitude,

A handwritten signature in blue ink that reads "Kevin Zingler".

Kevin Zingler
President & CEO

KZ/mc

RECEIVED
2021 NOV 22 PM 2:01
TOWN MANAGER



STATE OF CONNECTICUT

CONNECTICUT SITING COUNCIL

Ten Franklin Square, New Britain, CT 06051

Phone: (860) 827-2935 Fax: (860) 827-2950

E-Mail: siting.council@ct.gov

Web Site: portal.ct.gov/csc

VIA ELECTRONIC MAIL

November 19, 2021

Denise Sabo
Northeast Site Solutions
54 Main Street, Unit 3
Sturbridge, MA 01566
denise@northeastsitesolutions.com

RECEIVED
2021 NOV 19 AM 11:37
TOWN MANAGER

RE: **TS-DISH-054-211013** - Dish Wireless LLC request for an order to approve tower sharing at an existing telecommunications facility located at 115 Birch Mountain Road, Glastonbury, Connecticut.

Dear Ms. Sabo:

At a public meeting held on November 18, 2021, the Connecticut Siting Council (Council) ruled that the shared use of this existing tower site is technically, legally, environmentally, and economically feasible and meets public safety concerns, and therefore, in compliance with General Statutes § 16-50aa, the Council has ordered the shared use of this facility to avoid the unnecessary proliferation of tower structures with the following conditions:

1. Approval of any changes be delegated to Council staff;
2. Any deviation from the proposed installation as specified in the original tower share request and supporting materials with the Council shall render this decision invalid;
3. Any material changes to the proposed installation as specified in the original tower share request and supporting materials filed with the Council shall require an explicit request for modification to the Council pursuant to Connecticut General Statutes § 16-50aa, including all relevant information regarding the proposed change with cumulative worst-case modeling of radio frequency exposure at the closest point of uncontrolled access to the tower base, consistent with Federal Communications Commission, Office of Engineering and Technology, Bulletin 65;
4. The Council shall be notified in writing at least two weeks prior to the commencement of site construction activities;
5. Not less than 45 days after completion of the proposed installation, the Council shall be notified in writing that the installation has been completed;
6. Any nonfunctioning antenna and associated antenna mounting equipment on this facility owned and operated by Dish Wireless LLC shall be removed within 60 days of the date the antenna ceased to function;
7. The validity of this action shall expire one year from the date of this letter; and

8. The applicant may file a request for an extension of time beyond the one year deadline provided that such request is submitted to the Council not less than 60 days prior to the expiration.

This decision is under the exclusive jurisdiction of the Council and applies only to this request for tower sharing dated October 7, 2021. This facility has been carefully modeled to ensure that radio frequency emissions are conservatively below State and federal standards applicable to the frequencies now used on this tower. Any deviation from the approved tower sharing request is enforceable under the provisions of Connecticut General Statutes § 16-50u.

The proposed shared use is to be implemented as specified in your letter dated October 7, 2021, including the placement of all necessary equipment and shelters within the tower compound.

Please be advised that the validity of this action shall expire one year from the date of this letter.

Thank you for your attention and cooperation.

Sincerely,



Melanie Bachman
Executive Director

MAB/IN/laf

- c: The Honorable Thomas P. Gullotta, Chairman, Town of Glastonbury (thomas.gullotta@glastonbury-ct.gov)
Richard J. Johnson, Town Manager, Town of Glastonbury (richard.johnson@glastonbury-ct.gov)

INSTR # 2021009956
DATE FILED 12/03/2021 02:15:11 PM
MICHELLE KRAMPITZ
TOWN CLERK
GLASTONBURY CT

**GLASTONBURY TOWN COUNCIL
SPECIAL MEETING MINUTES (AMENDED)
TUESDAY, NOVEMBER 23, 2021**

The Glastonbury Town Council with Town Manager, Richard J. Johnson, in attendance, held a Special Meeting at 6:00 p.m. in the Community Room of the Riverfront Community Center at 300 Welles 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. Kurt P. Cavanaugh
Mr. John Cavanna
Ms. Mary LaChance
Mr. Jacob McChesney
Mr. Whit Osgood
Ms. Jennifer Wang

a. Pledge of Allegiance

Led by Alex Wood

2. Public Comment.

Mr. Gullotta opened the floor for public comment:

Michael Dayton of 599 Hopewell Road, asked whether the Town has ever considered the designation of open space under Public Act 490, and whether they would be interested in implementing that designation. He noted that he owns a little over 8 acres in various parcels on Hopewell Road.

Judith Stonger of 30 Woodbridge Road, is not against affordable housing, but traffic is very congested on Main Street, and it is destroying the character of Glastonbury. She asked the Council to preserve the beauty of this town, and to not let the proposed demolition go through.

Dr. Seja Joyce Jackson of 95 Woodbridge Road, also spoke against the proposed demolition on Main Street and asked the Council to preserve the character of Glastonbury. She noted that this issue is not about affordable housing, but about traffic and congestion. She would rather pay more in taxes to keep Glastonbury a beautiful suburban-rural type of town.

3. **Special Reports.** *None*
4. **Old Business.** *None*
5. **New Business.**
 - a. **Action on funding for Design Guideline project (refer to Board of Finance; set public hearing).**

Mr. Johnson explained that this is a proposal for comprehensive design guidelines for the Town Center zone and other zones. They have considered three firms, but FHI in Hartford has a very strong team and are familiar with Glastonbury. There are two proposals under consideration: one is to establish \$100,000 for the comprehensive plan and a complete review of all the planning districts. The other proposal is to allocate \$125,000 instead, in the event that additional funds may need to be allocated accordingly, without a separate approval or review process.

Mr. Niland is in favor of the latter proposal, which saves them time going forward. He noted that this has the potential to affect Glastonbury for 100 years, so they need to do it right. Mr. Cavanaugh is also in favor of the \$125,000 proposal option. He asked about the history of the firm and how they will be paid. Mr. Johnson explained that he has sent out an email listing an example of what a good design guideline will look like, from the FHI firm. Regarding compensation, there are progress payments along the way. He does not have their proposal with him, but he will bring it at a later meeting. Ms. Carroll also supports the \$125,000 option. She asked if the firm has both architects and landscape architects on staff. Mr. Johnson stated that the firm has planners and landscape architects, but what they found particularly significant was their architects. Mr. McChesney likes the idea of a contingency at the outset.

Ms. Wang asked what the added value is in having these design guidelines. Mr. Johnson stated that the proposals which come through the regulations now are more driven by what is a permitted use in a zone. However, there is currently no document that gives an applicant guidance as to the type of architecture or landscape designs that are preferred by the Town. That concern brought on this discussion. Ms. Wang asked to what extent the consultant will consider more functional pieces such as parking, traffic, or renewable energy to the design process, beyond the architecture. Mr. Johnson stated that the sustainability and pedestrian friendly environments would be brought up during the community engagement period. Parking would be a separate review. Mr. Cavanaugh is surprised that this process was not started 10 or 20 years ago.

Motion by: Ms. Carroll

Seconded by: Mr. Cavanaugh

*Glastonbury Town Council
Special Meeting of November 23, 2021
Recording Clerk – LT
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BE IT RESOLVED, the Glastonbury Town Council hereby refers to the Board of Finance the request for a \$125,000 appropriation and transfer from the General Fund-Unassigned Fund Balance for the Design Guideline project and schedules a public hearing for 8 p.m. on Tuesday, December 7, 2021 in the Council Chambers of Town Hall, 2155 Main Street, Glastonbury and/or through Zoom Video Conferencing to consider the proposed appropriation and transfer, as described in a report by the Town Manager dated November 19, 2021.

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

b. Action on application for 38 Hubbard Street per the Adaptive Redevelopment Zone (set public hearing).

Motion by: Ms. Carroll

Seconded by: Mr. Cavanaugh

BE IT RESOLVED, the Glastonbury Town Council hereby schedules a public hearing for 8 p.m. on Tuesday, December 7, 2021 in the Council Chambers of Town Hall, 2155 Main Street, Glastonbury and/or through Zoom Video Conferencing on the Application by JS Advisors LLC – Adaptive Redevelopment Zone for the property at 38 Hubbard Street, as described in a report by the Town Manager dated November 19, 2021.

BE IT FURTHER RESOLVED, the public hearing will be opened at the December 7, 2021 meeting to comply with statutory timeframes, however, the presentation by the Applicant, public testimony and Council discussion will not take place until the regular Council meeting of Tuesday, January 11, 2022 with the legal notices for the December 7, 2021 public hearing so noting.

Disc: Mr. Cavanaugh stated that the applicant was asked to come back for PAD review. He asked when that would be. Mr. Johnson explained that the TPZ has scheduled to hear the matter on December 14. The goal is to have a Joint Subcommittee meeting before the TPZ hears the matter. Next week, he will send out potential dates and times for the subcommittee to meet. Mr. Niland asked if there is any provision for the Council to request affordable housing from the applicant in this deal. Mr. Johnson does not recall if that came up at the Joint Subcommittee meeting, but they can let the applicant know that the Council would like to hear about the potential for affordable housing units. Mr. Cavanaugh stated that section 8-2i, "Inclusionary Zoning," deals with affordable housing. He plans on asking Attorney Alter about it when the applicant comes before the Council.

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

c. Action on lease of Town-owned property at 35 Bell Street.

Motion by: Ms. Carroll

Seconded by: Mr. Cavanaugh

BE IT RESOLVED, the Glastonbury Town Council hereby authorizes the Town Manager to work with the Housing Authority to transition lease of the Town-owned property at 35 Bell Street to an

affordable rental opportunity effective as soon as practical, as described in a report by the Town Manager dated November 19, 2021.

Disc: Mr. Johnson explained that this is a property which the Town owns. The lower level is an active recreation site. The upper level is an apartment that has been leased for residential units. The current tenant has recently purchased their first house. The lease provides an opportunity to cancel with 90 days' notice. The tenant asked to waive part of that time so that they can move into their own home. The Town would then complete painting and cleaning to move to an affordable rental opportunity. The goal is to have that turnover by the beginning of January 2022. Mr. Osgood does not think that the Town should be in the business of subsidizing single-family homes throughout town. He noted that this building was unique in that it was purchased because it abuts a school, like the property abutting Town Hall.

Ms. Carroll stated that much of what falls under the auspices of affordability in Glastonbury is one- or two-bedroom homes, which do not work for most families. She is glad that this will provide another affordable housing opportunity in town. Mr. McChesney also supports this. It is important that the types of housing available for affordable housing are not just single-family units but multi-family and everything in between. He is happy to work with the Housing Authority on this.

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

d. Discussion and possible action concerning Capital Improvement Criteria.

Mr. Johnson explained that the Council has required an annual review of the Capital Improvement Criteria by the BOF and the Council. The BOF has reviewed it and recommended no changes. The Council also recommended no changes or action.

e. Action to reappoint Commission on Racial Justice and Equity.

Motion by: Ms. Carroll

Seconded by: Mr. Cavanaugh

BE IT RESOLVED, the Glastonbury Town Council hereby extends the term of the Commission on Racial Justice and Equity and reappoints the members of the Commission through March 31, 2022, as described in a report by the Town Manager dated November 19, 2021.

Disc: Ms. Carroll explained that, even though the Commission was appointed by the previous Council to do its work for one year, the appointment needs to be reaffirmed by the current Council. The resolution that built the Commission called for one year of work following the appointment of the Commission in January 2021. They are currently finishing up a series of focus groups in collaboration with a local nonprofit to get more data, which they will present to the Council in the new year.

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

6. Consent Calendar.

a. Action to schedule continued public information hearing – American Rescue Plan Act.

Motion by: Mr. Cavanaugh

Seconded by: Ms. Carroll

BE IT RESOLVED, the Glastonbury Town Council hereby schedules a public information hearing for 8:00 p.m. on Tuesday, December 7, 2021 in the Council Chambers of Town Hall, 2155 Main Street, Glastonbury and/or through Zoom Video Conferencing to hear public comment on potential uses of monies allocated to Glastonbury through the American Rescue Plan, as described in a report by the Town Manager dated November 19, 2021.

Result: Consent calendar was accepted unanimously {9-0-0}.

7. Town Manager's Report.

Mr. Johnson explained that the Town has received a \$5000 grant to enhance outdoor opportunities at the senior housing development. They will work with the Housing Authority on it. Mr. Johnson then noted that several staff members are being recognized for various awards, which he will send out individually or collectively throughout the year. Ms. Carroll pointed out that there are 14 different awards for acknowledgements. She directed everyone to check out page 39 of the Council packet which lists the departments and individuals recognized.

Mr. Johnson explained that the Wright Gaines House is in the National Historic District. On Friday, December 3, the review board of the State Historic Preservation Office (SHPO) will comment whether the building is a contributing factor to the National Historic District. He has advised the town's Historical Society and the Historic Commission to attend the meeting and provide comments on the building's continued significance. Mr. McChesney asked what the impact of the hearing is so that it is very clear for the public to understand. Mr. Johnson explained that SHPO is aware of the proposal filed back in September for demolition of the Wright Gaines structure. Their review board will consider and make certain that that building remains as a contributing factor to the National Historic District. He has had two staff members from SHPO look at the building.

Ms. Wang asked for clarification on which building is the Wright Gaines Hotel: the blue front building or the green back building. Mr. Johnson confirmed the front building is the Wright Gaines House. Ms. Wang asked if the building to the rear of the Wright Gaines House is also within the Historic District. Mr. Johnson replied he believes so, but that he would double check. Ms. Wang asked why the Wright Gaines is part of the National Historic District but not part of the local historic district. Mr. Johnson explained that, back in the 1980s when the Glastonbury Historic District was created, some property owners were opposed to being in the district. Therefore, the decision was made to exclude them.

*Glastonbury Town Council
Special Meeting of November 23, 2021
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Mr. Johnson explained that in spring 2022, the Town's trash energy plant will no longer be functioning, and MIRA will transport solid waste out of state. On January 11, he will present options to the Council on how to move forward. On a preliminary basis, an opt-out option may make sense for Glastonbury. The Recreation Activities Fund is a revenue expenditure neutral fund which was put in place in 2008. This year, it is possible that the expenditure side could exceed \$1.45 million. The BOF approved a \$150,000 add-on which, during the budget process, could be footnoted so that it does not become a challenge down the road. Mr. Johnson then asked if the Council could reaffirm their objection to the demolition of the properties along Main Street.

Motion by: Ms. Carroll

Seconded by: Mr. Cavanaugh

BE IT RESOLVED, the Glastonbury Town Council hereby reaffirms its objection to proposed demolition of the residential and commercial buildings at 2277-2289 and 2389 Main Street.

Result: Motion was accepted unanimously {9-0-0}.

Mr. Cavanaugh noted that various newspaper articles state that the Town will be subjected to an audit for the monies it received under the CARES Act. Mr. Johnson stated that is correct. Last year, they reallocated money to the BOE to reimburse expenses that they made. Some monies were reprogrammed, through the BOF, back to the Health Department which was funding certain positions related to COVID-19. Beyond that, all monies have been deposited to the General Fund. Mr. Cavanaugh asked if any proposals were approved for the Timber Harvest. Mr. Johnson explained that they will conduct an RFQ to look at how selected open space areas could be best managed. Mr. McChesney stated that he has received a lot of concerns that the Town will be using the timber harvest for profit, which is not the case; it is the best way to manage open space.

Mr. Niland asks to put on the next meeting agenda the recognition of Dr. Beckett and Ms. Tanski for their service to the town. Mr. Osgood recommended that they extend the reduced rent for six months instead of a year, since brick and mortar business sales are up. Mr. Gullotta suggested putting that on a future agenda item. Mr. Gullotta worries about sending garbage out of state. He asked if the Town has any possibility of handling it in state. Mr. Johnson will return with information on that.

8. Committee Reports.

a. Chairman's Report.

- **Appointments to Council Subcommittees.**

Mr. Gullotta stated that on Saturday, November 27 from 9:00 A.M. to 12:00 P.M. at South Church, Santa is coming. Mr. Cavanna added that at his family farm, on Saturdays and Sundays, the North Pole Express is open.

Ms. Carroll read the following appointments:

Town Leadership Committee: Tom Gullotta, Larry Niland, Kurt Cavanaugh, and Deb Carroll

Town Policy and Ordinance Review Committee: Tom Gullotta, Deb Carroll, and to be determined

Town Services and Land Appraisal Committee: Tom Gullotta, Larry Niland, and Kurt Cavanaugh

The CRCOG Housing Committee: Deb Carroll

The CRCOG Policy Board: Larry Niland

The CRCOG Transportation Committee: Jake McChesney

The Chamber of Commerce Liaison: Jake McChesney and to be determined

The PAD Review Committee: Larry Niland, Mary LaChance, Kurt Cavanaugh, and Whit Osgood

The Committee to name a public facility, as needed, ad hoc: none

The Great Pond Stewardship Commission: Tom Gullotta, Jen Wang, and Whit Osgood

The Rules of Procedure Subcommittee: Jake McChesney and John Cavanna

The GCAP: Deb Carroll and to be determined

The Private Wells and Public Water Working Group, as needed: Tom Gullotta and Whit Osgood

The Education Foundation: Larry Niland

The MDC non-voting member: Mary LaChance

b. MDC.

Ms. LaChance explained that the final budget vote will be held on December 6 at 5:30 P.M. Members of the public may attend and make comments. As of right now, the water usage rate for Glastonbury will go up by 1%, while the surcharge for capital improvements will go down by a couple of percentage points.

c. CRCOG.

Mr. Niland explained that two meetings were held by the Regional Policy Board. CRCOG has completed their affordable housing study, which he sent to Mr. Johnson. The document is also available on the CRCOG website. There was also a discussion on cannabis sales in various towns. He listed several towns in the region who have currently said yes and another which has taken no action. There are also three grant funding opportunities regarding urban forestry. Mr. Johnson has indicated that the Town is already working on one of them.

9. Communications.

- a. Letter from CT Siting Council regarding modifications to existing telecommunications facility located at Birch Mountain Road
- b. Letter from CT Siting Council regarding modifications to existing telecommunications facility located at 374 Three Mile Road.
- c. Letter from Crown Castle regarding modifications to existing telecommunications facility located at 299 Paxton Way.
- d. Letter from NB&C regarding shared use of an existing telecommunications facility located at 577 Bell Street.

10. Minutes.

- a. Minutes of November 9, 2021 Regular & Organizational Meeting.

Motion by: Ms. Carroll

Seconded by: Mr. Cavanaugh

BE IT RESOLVED, the Glastonbury Town Council hereby approves the minutes of the November 9, 2021 Regular and Organizational Meeting.

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

11. Appointments and Resignations.

- a. Appointment of John "Jay" Cofiell to the Fire Commission (D-2025).

Motion by: Ms. Carroll

Seconded by: Mr. Cavanaugh

Result: Appointment was accepted unanimously {9-0-0}.

12. Executive Session.

- a. Potential land acquisition.

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 at 7:25 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, Ms. Deb Carroll, Mr. Kurt Cavanaugh, Mr. John Cavanna, Ms. Mary LaChance, Mr. Jake McChesney, Ms. Whit Osgood, and Ms. Jennifer Wang, with Town Manager, Richard J. Johnson.

No votes were taken during the Executive Session, which ended at 7:50 P.M.

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). CONTINUED FROM OCTOBER 26, 2021.

Motion by: Ms. Carroll

Seconded by: Mr. Cavanaugh

BE IT RESOLVED, that the Glastonbury Town Council hereby approves construction of new sidewalks as follows:

- *Spring Street*
- *Bantle Road*
- *House Street (complete sections linking to multi-use trailhead)*
- *Main Street/Route 17 (Overlook Road to Route 17/Main/Buttonball)*

as described in a report by the Town Manager dated November 19, 2021 and as recommended by the Town Plan and Zoning Commission.

Disc: Mr. Johnson explained that the hearing was continued because the TPZ did not yet have an opportunity to review the proposal. They have since reviewed the proposal and accepted the plans. There were no comments from the public.

Mr. Niland is in favor of sidewalk construction; however, there are two properties that have no access to the sidewalk even though they abut Bantle Road. He suggests either removing Bantle Road from consideration or moving it to the other side of the street where the Town would be responsible for their maintenance. Mr. Pennington agreed that it is an inconvenience for those property owners. He explained that the other choice is to put the sidewalk on the east side of Bantle Road, where there is a state right of way, which would necessitate the Town cleaning the roads. Ms. LaChance shares Mr. Niland's concerns. Ms. Carroll agreed, asking if it makes more sense to put the sidewalks on the east side or to not create sidewalks on Bantle Road at all. Mr. Cavanna agreed that he does not want to burden a resident to create a sidewalk if they cannot access it. Mr. McChesney asked if there is any problem to create the sidewalk on the other side of the street. Mr. Pennington explained that there is no construction issue there. The main concern is just the maintenance. Mr. McChesney is in favor of putting the sidewalk on the east side.

Mr. Osgood asked what would happen, should the Town agree to accept maintenance of those two lots. Mr. Pennington stated that option comes with a difficult precedent. Mr. Johnson cautioned that the public hearing did not notice moving the sidewalk to the east side of the road.

Mr. Niland proposed a motion to temporarily remove Bantle Road from consideration this evening and address it on a different date.

Motion by: Mr. Niland

Seconded by: Ms. Carroll

BE IT RESOLVED, that the Glastonbury Town Council hereby removes Bantle Road from the sidewalks to be done.

Disc: Mr. Cavanaugh does not want to create a situation where the Town is burdened with cleaning the sidewalk. It is easier to keep what the Council had originally planned, which was to complete that continuous loop.

Result: Motion to remove Bantle Road passed {7-2-0}, with Mr. Cavanaugh and Mr. Gullotta voting against.

Result: Motion to create sidewalks on Spring Street, House Street, Main Street/Route 17 passed unanimously {9-0-0}.

PUBLIC HEARING NO 2: ACTION ON PROPOSED TEXT AND MAP AMENDMENT TO BUILDING ZONE REGULATIONS – TOWN CENTER VILLAGE DISTRICT (OVERLAY ZONE).

Motion by: Ms. Carroll

Seconded by: Mr. Cavanaugh

BE IT RESOLVED, the Glastonbury Town Council hereby approves amendment to the Building Zone Regulations to add section 4.19 – Town Center Village District (Overlay Zone) and related Text and Map (as amended) Amendments, as described in a report by the Town Manager dated November 19, 2021 and as recommended by the Town Planning & Zoning Commission, with said text and map amendments effective December 17, 2021.

Disc: Mr. Johnson explained that this is a proposed amendment to the building zone regulations to establish a new Town Center Village District (Overlay Zone). The primary purpose is to protect, promote, and enhance unique historic patterns, architecture, landscape, and other features of the Town Center Village District. He noted that the TPZ unanimously reported favorably on the proposed recommendation, but they cited design guidelines, and the consideration of potential subdistricts within the Town Center Village District. The group they are looking to work with has identified three potential subdistricts. The regulation establishes an ADRC (Architectural Design Review Committee) which would be required to have members with background and qualifications in architecture, planning, and landscape architecture. The next step would be to establish the design guidelines which would form part of the regulations for other commercial zones, as well.

Mr. Johnson noted two questions for the Council: the first is whether the ADRC should supplement the activities that are now handled by the Beautification Committee or should a

single entity be established that looks at site, landscaping, and architecture. The second question is how the Council would like to proceed with the design guidelines: either the Council could be responsible through a steering committee and the TPZ, or the ADRC could lead that process and make a proposal to the Council.

Mr. Gullotta opened the floor for comments from the public:

Denise Weeks of 334 Hollister Way West, is in favor of preserving structures in the Town Center that have true historical significance. However, she is concerned that several of the structures that fall within the proposed district are examples of strip mall development of the 1970s, which should not be treated as historic. Strip malls have been responsible for turning vibrant downtowns into ghost towns while putting pedestrians at risk and discouraging pedestrian traffic essential to a vibrant and connected downtown center. They are not worthy of preservation and would benefit from redevelopment, such as what happened with Eric Town Square. She is also concerned about the lack of areas in the designated district identified as suitable for mixed use development. She cited the newly completed Center Green project as an example of good design. She urged the Council to include form-based design principles, rather than their separate individual uses, into design objectives and to include mixed use development and prioritize pedestrian safety over vehicular access.

Donna Hendrickson of 1751 Main Street, and President of the Glastonbury Historical Society, stated that the Society is very concerned about development in town. She noted that even business owners have asked for guidelines. Glastonbury needs to have comprehensive design guidelines which fit with the character of the town that everyone loves so much.

Christopher Siwy of 51 Washington Street, and Fire Marshal for the Town, believes that there may be a need for additional language in the guidelines, especially in terms of street scaping, which should stay consistent throughout future planning projects. Sidewalk elements should be included. While al fresco dining is great to have, the elements for that should be standardized. Regarding parking elements, he likes tree planting islands. Crosswalks are important too, even though they are not traditionally historic. He also suggested incorporating some modern-day parking elements, such as EV charging stations and implementing parking kiosks as a way to generate money for the town. They should also consider what rooftops are used for and encourage standardized lighting elements, which could enhance the area. ADA access is also very important.

Marshall S. Berdan of 2015 Main Street, trusts that a workable set of guidelines will be drafted. They must do everything they can to reduce the footprint of the Nitkin project into something more manageable. He exhorts the creation of a village district, which can hopefully prevent future developments from coming in and destroying Glastonbury's livable, lovable town center.

Mark Branse of 48 Birch Trail, endorsed Mr. Siwy's comments. He listed a few examples of good design guideline models to follow in Connecticut, such as Old Saybrook, Fairfield, and Newtown. He noted that the village district is an overlay for the design only; it does not dictate use. There is also some overlap between the Historic District and the Village District. He called attention to a provision in the East Haddam village district regulation, which he drafted, which has an express provision that avoids inconsistent requirements between the two types of districts. Mr. Branse pointed out that saying it is too late to address the Nitkin project assumes that the project will be approved, and he believes that the proposal should be denied. He also called the Council's attention to section 14.19.8g, which states that the Commission should state its reasons for denial of an application. He urged the Council to remove those two sentences from their regulations because Connecticut case law states that the directive is directory rather than mandatory. Unless the Council knows every single possible reason for denial, they should not indicate any reason for denial.

Robert Laughlin, Director of the Historical Society of Glastonbury, favors the village district. He noted that the public is in favor of both saving historic buildings downtown and the creation of this village district. The Historical Society will pass on all the signatures they have received on their petition, both in person and online. While they encourage online petition support, it is better that people come down to sign up in person.

Susan Modickya of 24 Fairfield Lane, explained that she grew up in town when the freight trolley still went by. At the Historical Society, she recently encountered a document from 1985 which stated that the Town was considering making a village district. It is high time to do it.

Evan Schwartz of 370 Thompson Street, stated that he grew up in town and owns a business here. He is in favor of the overlay village district but urges the creation of subdistricts because Main Street has a specific architecture and character that is quite different from other areas of the Town Center. As someone who has presented in front of the TPZ, he believes that a lack of comprehensive design review guidelines in place has been very difficult for applicants. He stressed that whatever guidelines they enact are for the long term, not just for this one application on Main Street.

Kate Morgan of 36 Tanglewood Drive, is on the Beautification Committee but is speaking as an individual tonight. She noted that current zoning regulations make it hard to ensure that greenery and native plantings are in place. She would like to hear more about devising a way of planning which would include real thought as to how things look and how the environment would fit in. To this end, she inquired about the option of blending the Beautification Committee with Architectural Design so that it takes on a more holistic view of a project, as opposed to looking at parts of a project.

Jeffrey Dellenbaugh of 2030 Main Street, stated that he and his wife moved to Glastonbury in 2008 because of its village vibe. He urged the Council to approve the village district and set in place rules to govern not just historic structures but also the look and feel of the village.

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

Richard Gutt of 155 Addison Road, asked to consider the Town Center Village District Zone for the community of Addison. He asked to remove the Planned Employment Zone on the Gutt and Flanagan properties, apart from the property on Eastern Boulevard. This leaves 35 acres with access from Addison Road and Mill Street. The current zone leaves it destined for warehouses, which does not do much for the residents of Addison nor do they create jobs.

John Larson of 32 Evergreen Lane, opposes the creation of the proposed village district because it bogs down development in an area that is substantially commercial and already reflects a diversity of design. Businesses should be encouraged to contribute their vision to the fabric of town, rather than be confined to whatever crowdsourced design requirements come out of the proposed district. He believes that requiring new projects to pass through the ARDC will serve to discourage vibrant and diverse development. Buildings that reflect contemporary construction in 2022 will be no less significant or reflective of the town's historic character than those required to conform to a contrived "universal architectural theme" that was adopted instead. He asked to focus design and planning on livability, not colors and roof treatments.

Mr. Niland opened the floor for comments via Zoom:

Kathryn Cross of 17 Linden Street, has lived in town for 50 years. Throughout the years, the town has changed considerably. There are now parking lots both in front of and behind her property. She supports the village district concept and an architectural review body. Glastonbury is historical and needs to maintain its colonial heritage. It would be a shame to lose that little bit of history.

Mr. Johnson addressed Ms. Morgan's comments. Because the site, landscaping, and building architecture create the whole of a project, the thought was to have the architectural and site design review group look at all factors of a project. Mr. Niland asked if the action to merge the two bodies into one would require action tonight. Mr. Johnson stated that they would need a separate amendment to accomplish that. He noted that the design guidelines are proposed to include both the Town Center Village District and other commercial zones, and they expect to have subdistricts.

Mr. Cavanaugh asked about Mr. Siwy's comments regarding outdoor dining. Mr. Johnson stated that the standards will come out of the design guidelines. Mr. Cavanaugh asked about Mr.

Branse's comments about eliminating those two sentences under section 14.19.8g of the regulations. Ms. Augur explained that the language was directly drawn from section 8-2J of the statutes, so they should consult with the Town Attorney to make sure that it does not cause more potential harm than good. Mr. Cavanaugh asked Mr. Branse for clarification of his comments. Mr. Branse explained that the courts have said that the statutory language in section 14.19.8g is directory, not mandatory. Although the statutes say 'shall,' that word could mean either 'must' or 'should,' depending on how the courts have determined its meaning. Here, it is the latter. He stated that if the Council puts it in their local regulations, then it becomes mandatory. That is why he feels that it should be deleted.

Mr. Osgood asked if this new commission would review projects before the design guidelines are drafted. Mr. Johnson explained that the design guidelines are a 10-month process. If the design guidelines are drafted, the group could then be created. Ms. Carroll noted that, originally, she was against combining the Beautification Commission and the ADRC. However, streamlining the process and adding the expertise of architects and landscape architects makes sense to her. The goal is not to make this easier for applicants, though that is a bonus. The Town has the chance now to expand beyond just permitted use(s) to also pursue what the community would like to see from future developments in town.

Mr. McChesney initially shared the same concern as Ms. Carroll but is now on board with the idea. He wants to understand where the Beautification Committee comes into the process and what the vision is for what this new group is going to do. Mr. Johnson explained that they will review the site in the Town Center Village District zone and look at plans and design guidelines in other mixed use and commercial use building zones. Mr. McChesney wonders whether it will be an issue to get experts to volunteer more of their time to this new group. He also agrees with Mr. Branse in taking out the 'shall' language.

Mr. Osgood asked when this new committee will start reviewing projects. He is concerned that if they start immediately, then the review process will be very arbitrary because comparing a project to the existing buildings surrounding it will end up with the scenario of preserving more single-story strip mall establishments. Mr. Gullotta does not think that they will be able to move on this item this evening because additional language needs to be worked on. However, he also believes that there is enough language in the village district material to enable the group that will be established to be able to use their good judgment. His suspicion is that they will not endorse single story strip malls. Most buildings have a lifespan of over 100 years, so this will be a gradual transformation of the Town Center, not a radical one. They need to drift back to an environment of structures that are pedestrian friendly, handicap accessible, and that bring back the beauty of trees.

Ms. LaChance is also not concerned that this committee will endorse strip malls. She believes that they need to start where they are and move along as they go. Ms. Wang asked what the process would be for establishing the subdistricts and for potentially expanding the overlay zone. Ms. Augur stated that the subdistricts will come out through the process of developing the design guidelines. The overall success of these regulations will arise as a result of projects coming through to the town, so it will take time. Looking further out from what they have drawn on the map now will come from further planning.

Ms. Wang asked about section 4.19.6d, where the language says 'shall'. This is a tool which is supposed to minimize the demolition of historically significant structures. Ms. Augur explained that the language is modeled after the statute. It is not interpreted as a direct prohibition, but it sends a signal that they seek to preserve historical architectural features. Mr. Johnson added that they will take another look at whether the regulation can absolutely prohibit the demolition of a historic structure. Mr. Osgood pointed out that the ADRC only makes a recommendation to the TPZ, which is not binding. Mr. Branse stated that section 14.4.19.3 is about applicability, so it does not prohibit demolition, but a demolition would trigger an application under this regulation that the TPZ would have to approve that demolition, partial or full, on the Council's recommendation on the ADRC.

Motion by: Mr. Niland

Seconded by: Ms. Carroll

BE IT RESOLVED, the Glastonbury Town Council hereby continues the public hearing to December 7, 2021 Regular Meeting.

Disc: Mr. Gullotta encouraged members of the public to attend that meeting. He noted that there is support for the blending of the Beautification Committee and this design review, rather than two separate groups.

Result: Motion to continue the public hearing was passed unanimously {9-0-0}.

13. Adjournment.

Motion by: Mr. Cavanaugh

Seconded by: Ms. Carroll

BE IT RESOLVED, the Glastonbury Town Council hereby adjourns their Special Meeting of November 23, 2021 at 9:39 P.M.

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

Respectfully submitted,

Lilly Torosyan

Lilly Torosyan
Recording Clerk

Thomas Gullotta
Chairman

APPOINTMENTS TO VARIOUS BOARDS, COMMISSIONS AND COMMITTEES – DEMOCRATIC

BE IT RESOLVED, that the Glastonbury Town Council hereby approves the following appointments:

Name	Board, Commission, Committee	Term
Denise Weeks	Commission on Aging	Reappointment (D-2025)
Beth Hillson	Commission on Aging	Reappointment (D-2025)
Catherine Morgan	Community Beautification Committee	Reappointment (D-2025)
Trina Williams	Community Beautification Committee	New Appointment (D-2025)
Winona Zimmerlin	Community Beautification Committee	New Appointment (D-2023)
Kelly Turner	Economic Development Commission	New Appointment (D-2025)
Andrew Wicks	Economic Development Commission	New Appointment (D-2025)
Allen Friedrich	Fair Rent Commission	Reappointment (D-2025)
Cathy Vacchelli	Housing Authority	Reappointment (D-2025)
Denise Weeks	Housing Authority	New Appointment (D-2026)
Sridhar Kadaba	Human Relations Commission	New Appointment (D-2025)
David O'Connor	Human Relations Commission	Reappointment (D-2025)
Sridhar Kadaba	Insurance Advisory Committee	Reappointment (D-2023)
Luther Weeks	Insurance Advisory Committee	Reappointment (D-2023)
Christopher Griffin	Insurance Advisory Committee	Reappointment (D-2023)
Allen Friedrich	Insurance Advisory Committee	New Appointment (D-2023)
Michael Pellin	Public Buildings Commission	Reappointment (D-2025)
David Grady	Public Buildings Commission	New Appointment (D-2025)
Alice Sexton	Public Buildings Commission	New Appointment (D-2025)
John Langmaid	Recreation Commission	Reappointment (D-2025)
Jessica Wallace	Recreation Commission	Reappointment (D-2025)
Luther Weeks	Recreation Commission	New Appointment (D-2025)
Corey Turner	Town Plan & Zoning Commission	New Appointment (D-2025)
Laura Cahill	Town Plan & Zoning Commission (Alternate)	Reappointment (D-2025)
Kelly Turner	Youth & Family Services Committee	New Appointment (D-2025)
Emildo Flores	Youth & Family Services Committee	New Appointment (D-2025)