

**GLASTONBURY BOARD OF FINANCE**  
***Amended* - SPECIAL MEETING MINUTES (*see page 1*)**  
**MONDAY, NOVEMBER 29, 2021**

The Glastonbury Board of Finance, along with Finance Director, Julie Twilley, and Town Manager, Richard J. Johnson, held a special meeting at 12:00 p.m. in the Council Chambers of Town Hall at 2155 Main Street with the option for Zoom video conferencing. The video was broadcast in real time and via a live video stream.

**Roll Call**

***Members***

Mr. Constantine “Gus” Constantine, Chairman  
Ms. Jennifer Sanford, Vice Chairman {participated via Zoom video conferencing}  
Mr. James McIntosh  
Mr. Robert Lynn {participated via Zoom video conferencing}  
Mr. James Zeller  
Ms. Susan Karp

1. The business to be transacted involves a \$125,000 appropriation and transfer from the General Fund–Unassigned Fund Balance for the project to develop Design Guidelines for the Town Center Village District and other commercial zones.

Mr. Johnson explained that the Town Council has placed a high priority on developing comprehensive design guidelines for the new Town Center Village District (Overlay Zone), which will be established through the Building Zone Regulations. Design guidelines will also apply to commercial, mixed use, and multi-family residential projects located in other zones, in the form of subdistricts.

While current regulations indicate permitted use for applicants, they do not detail what the town would like to see in terms of architecture, landscaping, and other design details. Mr. Johnson explained that the new village district will overlay permitted uses, and then take on this additional step. Various architectural and design features such as signage, site lighting, streetscape and building patterns, and architectural requirements will be delineated.

In total, the design guideline development process is expected to take 10 months and will be participatory, with a community engagement component. Following a competitive Request for Proposal process, a design, planning, and architectural team will be selected to work with the Town. The Council hopes to begin the process in the beginning of 2022 and conclude in the fall.

Mr. Constantine asked what the proposed area for the new village district will be. Mr. Johnson explained that it will consist of the following: from School Street to Naubuc Avenue; along Welles Street and across the street from **Fox** Run Mall; along New London Turnpike between Salmon Brook and Rankin Road; along Hebron Avenue from Main Street to Sycamore Street; and portions of Rankin Road and School Street.

Mr. Zeller stated that, a few years ago, the Town conducted a study called the Town Center 2020 Vision Project, which received a lot of public input. He asked how the findings of that study fit into this proposal. Mr. Johnson explained that there were two reports, one in 2008 which looked at traffic flow within the downtown, and the one that Mr. Zeller mentioned. Those documents will be provided to the consultant, but this project of developing comprehensive design guidelines will take the process much further.

Mr. McIntosh asked if the \$125,000 requested from the Council could be found in the present budget. Mr. Johnson replied no, not this early in the year. However, any realized savings at the end of the fiscal year will return to the Unassigned Fund Balance by default. Ms. Karp believes that design guidelines which enhance (re)development of projects around town are very important, so she will support the action tonight. She finds it worthwhile to reiterate that this will also help in other zones, outside of the Town Center Village District.

**Motion by:** Ms. Karp

**Seconded by:** Mr. McIntosh

*BE IT RESOLVED, that the Glastonbury Board of Finance hereby approves the appropriation and transfer of \$125,000 from the General Fund - Unassigned Fund Balance to the Town Council - Professional Services to support the development of Design Guidelines for the Town Center Village District and other commercial zones, as requested by the Glastonbury Town Council.*

**Result:** Motion passed unanimously {6-0-0}.

2. Adjournment.

**Motion by:** Mr. Zeller

**Seconded by:** Mr. McIntosh

BE IT RESOLVED, that the Glastonbury Board of Finance moves to adjourn their meeting of November 29, 2021, at 12:20 p.m.

**Result:** Motion passed unanimously {6-0-0}.

Respectfully submitted,

*Lilly Torosyan*

Lilly Torosyan  
Recording Clerk

*For anyone seeking more information about this meeting, a video on demand is available at [www.glastonbury-ct.gov/video](http://www.glastonbury-ct.gov/video); click on Public Broadcast Video On Demand, and an audio recording is available in the Finance and Administrative Services Office.*