



# Town of Glastonbury

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

ITEM #7  
02-22-2022 Meeting

Richard J. Johnson  
Town Manager

February 18, 2022

The Glastonbury Town Council  
2155 Main Street  
Glastonbury, CT 06033

**Re: Town Manager's Report**

Dear Council Members:

The following will keep you up to date on various topics.

**1. COVID-19 Report**

Attached is a copy of the most recent weekly report.

**2. Main Street/Route 17 Sidewalks – Phase III**

This topic involves continued discussion of proposed construction of new sidewalks along Main Street/Route 17 between the Cider Mill and Red Hill Drive. Council last reviewed this project as part of a public information hearing held at the June 22, 2021 meeting. After hearing public comment and discussing options in detail, consensus was to support Option 4. All options include construction of sidewalks on the West side of Main Street. By recent letter, a copy of which is attached, State DOT has indicated it does not approve the options of creating retaining walls on the west side of Main Street and favors the option relocating the roadway up to 9 feet easterly. The suggestion is to schedule this topic for a public information hearing at the April 26<sup>th</sup> meeting.

**3. Budget Review – Board of Education**

Council review of the proposed education budget for the coming year is scheduled for Tuesday, March 1<sup>st</sup>. At this point, a Zoom format is expected. Please advise if you prefer a 6 p.m. or 7 p.m. start. If you have questions for the Superintendent or Board, please let me know so these can be forwarded as applicable.

**4. ASDRC – Beautification Committee**

A number of residents have expressed interest in serving on the ASDRC, established per the Town Center Village District Zone. The attached page summarizes the composition of the ASDRC per the newly enacted regulation. Appointments should proceed at the earliest date to comply with the process outlined in the TCVD. I have asked members of the Beautification Committee to advise of their interest in being considered for the ASDRC. The ordinance for the Beautification Committee will need to be revised or likely sunsetted to comply with the TCVD-ASDRC.

**5. Public Water Service – Federal Grants**

Infrastructure funding through federal legislation provides added loan and grant opportunities through the State's Clean Water Fund. Applications are due by late March. Filing an application does not commit Town to a future action but does keep options available subject to loan/grant approval. I will appreciate Council comment in this regard. Late March is quickly approach.

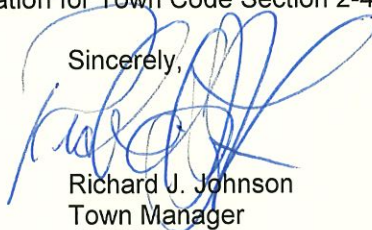
**6. Building Code**

The State Building Code is under review for updates. A public hearing (virtual) is scheduled for 1 p.m. on Wednesday, February 23<sup>rd</sup> and written comments due by March 17<sup>th</sup>.

**7. Town Code – 1% Fund**

I've been asked questions on the 1% fund for education for Town Code Section 2-4. A copy is attached.

Sincerely,



Richard J. Johnson  
Town Manager

RJJ/adg  
Attachments



# Town of Glastonbury

## Health Department

### Memo

February 15, 2021

**To:** Richard J. Johnson  
Town Manager

**Fr:** Wendy S. Mis *WSM*  
Director of Health

**Re:** COVID-19 update

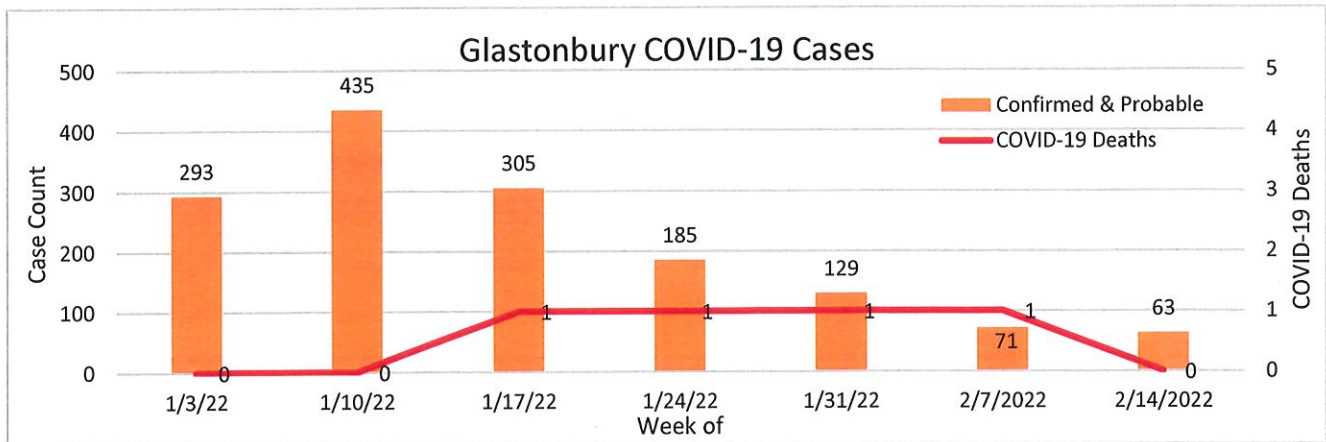
RECEIVED  
2022 FEB 16 PM 2:54  
TOWN MANAGER

This COVID-19 update uses the publicly available data available from CT Department of Public Health. Case data is collected each Monday, and vaccination and map data is reported from their posting date the week prior. This report includes data from January 3, 2022 to February 14, 2022, and is not directly comparable to reports dated January 20, 2022 or earlier. The graph below shows a weekly count of residents with confirmed and probable cases and COVID-19 associated deaths. COVID-19 deaths are depicted on a secondary Y axis with a separate (right hand) scale. Future reports will show data in approximate one-month timeframes.

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

As per CT Department of Public Health (CT DPH) data available 2/14/2022:

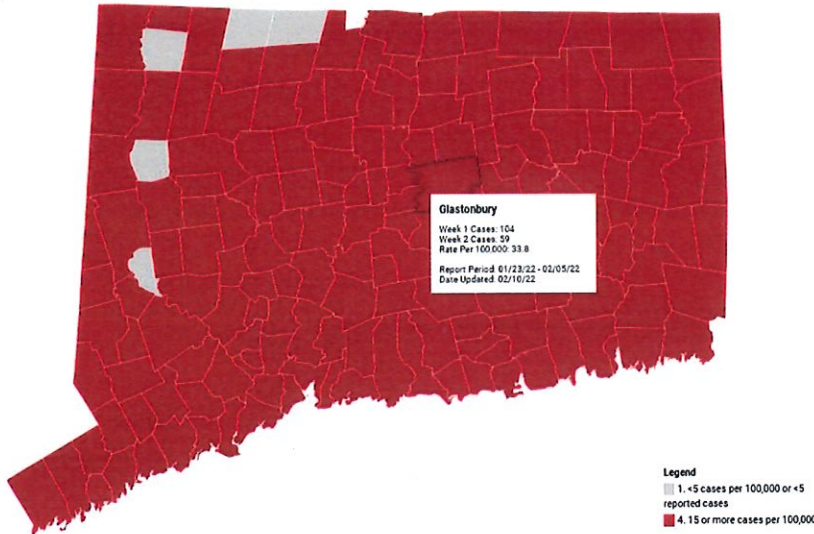
- A total of 112,600 tests for COVID-19 have been administered to Glastonbury residents. (+892)
- Of the 112,600 tests conducted, 4,812 (+63) are laboratory confirmed positive and probable cases of COVID-19.
- No deaths were recorded this period; the loss of Glastonbury residents remains at 116 (+0).





CT DPH's COVID-19 Town Alert System map, updated weekly, shows positive cases per 100,000 population using a 14 day average. Using a color coded system of grey (<5 cases), yellow (5 – 9 cases), orange (10 – 14 cases), and red (15 or more cases), viewers can understand at a glance the occurrence of cases statewide. Only cases among persons living in community settings are included in this map; the map does not include cases among people who reside in nursing home, assisted living, or correctional facilities.

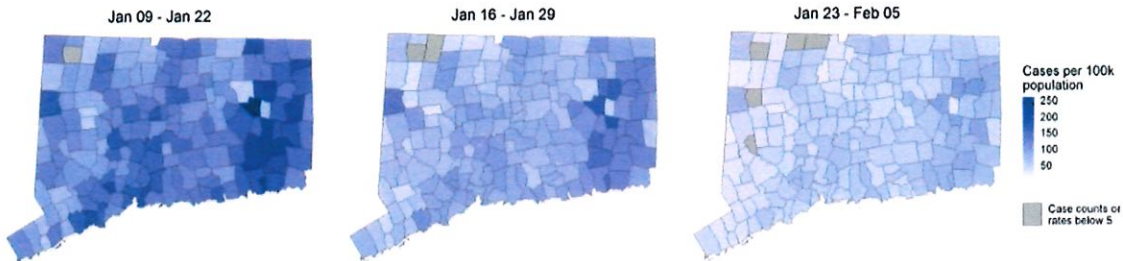
Town Map  
Average Daily Rate of COVID-19 Cases Among Persons Living in Community Settings per 100,000 Population By Town



- Glastonbury is currently shown in red at 33.8 reported cases per 100,000 (-22.8).
- The most recently updated map, dated February 10, shows 164 (-3) cities and towns have 15 or more cases per 100,000 population.

This map shows the average daily rate of new cases of COVID-19 by town during the past two weeks. Only cases among persons living in community settings are included in this map; the map does not include cases among people who reside in nursing home, assisted living, or correctional facilities.  
Map Ver 5.18.2021 • Source: CT Department of Public Health • Embed • Download image • Created with Datawrapper

The graphic below shows the average number of new cases per 100,000 population per day. Darker colors indicate towns with higher rates. Towns in grey have fewer than 5 cases per 100,000 population per day. New cases in nursing homes, assisted living or correctional facilities are not included.



**Glastonbury vaccination status:**

The percent of vaccinated and boosted Glastonbury residents increases weekly. State data from 2/9/22 (below) shows the percent of all fully vaccinated Glastonbury residents who are eligible for vaccination (aged 5 and over) is 84.9%. The percent of residents who have received an additional dose of vaccine is now included in this table. *NOTE: A third primary series dose is recommended for children age 5 through 11 years who have certain medical conditions or take medicines that weaken the immune system. There is no approved “booster” for this age group.*

Age group (yrs)	Percent fully vaccinated*	Percent additional dose received
5 - 11	51.60	0.42
12 - 17	82.68	35.75
18 - 24	100	58.65
25 - 44	91.38	55.67
45 - 64	83.74	61.54
65+	100	86.25
<b>Average of Glastonbury residents with full vaccination (5 years of age and over) and additional doses received (12 years and over).</b>	<b>84.90</b>	<b>59.57 ▽</b>

\*Fully vaccinated is 2 weeks after the last shot in the vaccination series

▽ The additional dose data for 5 – 11 year olds is not included in the average of Glastonbury residents who have received their additional or booster dose.

### COVID-19 Testing locations

2-1-1 of Connecticut has an online site to search for COVID-19 testing. Users may refine their search by zip code, type of test and key demographics of individual to be tested.

[http://www.211ct.org/search?page=1&location=06033&taxonomy\\_code=11048&service\\_area=glastonbury](http://www.211ct.org/search?page=1&location=06033&taxonomy_code=11048&service_area=glastonbury)

### COVID-19 at-home test kits

Every home in the U.S. is eligible to order four (4) free at-home COVID-19 tests. The tests are completely free. Orders will usually ship in 7-12 days. Tests can be ordered at <https://www.covidtests.gov/>

### COVID-19 vaccination and booster clinics

The Glastonbury Health Department will sponsor a COVID-19 booster clinic to be held on Tuesday, February 22, from 1:30 - 5:30 pm at the Riverfront Community Center. The vaccinating partner for this event is Hartford HealthCare. Appointments/pre-registration are required. (See scheduling details below.) Please note: Attendees will be required to provide their CDC vaccine records of receiving previous doses.

Appointments are required for this clinic, and the link to make an appointment differs based on the type of vaccine you are receiving (Pfizer or Moderna). Please click on the links below to schedule your appointment.

Pfizer Dose 2 & 3:

<https://opensched.mychartplus.org/opensched/SignupAndSchedule/EmbeddedSchedule?id=1179160&dept=101141206&vt=5990>

Moderna Dose 2 & 3:

<https://opensched.mychartplus.org/opensched/SignupAndSchedule/EmbeddedSchedule?id=1179161&dept=101141206&vt=5990>

People unable to attend this booster clinic but looking for COVID-19 vaccination or booster shots can go to [www.vaccines.gov](http://www.vaccines.gov) and enter the zip code of the area they are searching. There may be a delay to get an appointment due to current demand for vaccination. Increasing the geographic area of the search may identify earlier appointments.





STATE OF CONNECTICUT  
DEPARTMENT OF TRANSPORTATION



DISTRICT I  
1107 Cromwell Avenue  
Rocky Hill, CT 06067

Phone: (860) 258-4502

December 29, 2021

Stephen Braun, P.E.  
Assistant Town Engineer  
Town of Glastonbury  
2155 Main Street  
Glastonbury, CT 06033

Dear Mr. Braun:

Subject: Sidewalk Project Design Alternatives  
Route 17 between Red Hill Drive and Overlook Road  
Town of Glastonbury

This is in reply to your October 2021 request to the Department of Transportation's (Department) Highway Design Unit, for a review of three design alternatives to install sidewalk along the west side of Route 17 between Red Hill Drive and Overlook Road in Glastonbury.

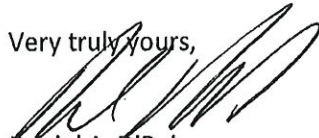
The Department has completed a technical review of the three design alternatives and offers the following:

- The two design alternatives that propose retaining walls are not acceptable since they introduce a fixed object within the clear zone of Route 17 and violate controlling design criteria outlined in the Department's Highway Design Manual.
- The design option involving the realignment of Route 17 with nine feet of widening (that does not include a retaining wall) meets all criteria in the Highway Design Manual and is found acceptable by the Department.

More detail is provided in the attached report.

If you have any questions concerning this matter, please contact Rick Pelletier at 860-258-4521.

Very truly yours,

  
Daniel A. DiReinzo  
Special Services Section Manager  
Bureau of Highway Operation

Enclosures

cc: Daniel Pennington - Glastonbury Town Engineer



# STATE OF CONNECTICUT

DEPARTMENT OF TRANSPORTATION

2800 BERLIN TURNPIKE, P.O. BOX 317546  
NEWINGTON, CONNECTICUT 06131-7546



## Sidewalk Installation on Route 17 In the Town of Glastonbury

### Technical Review of Alternatives

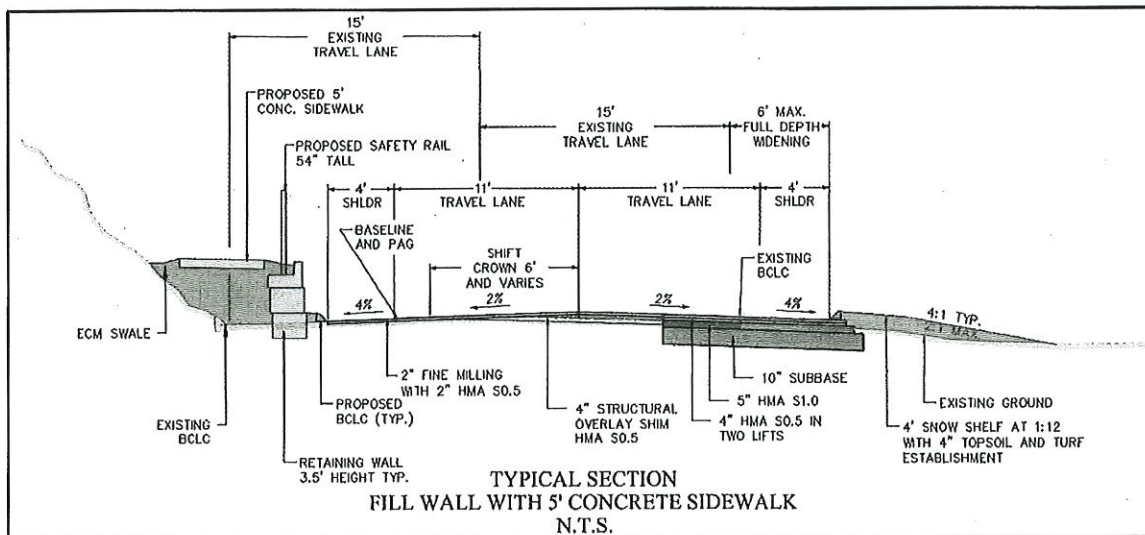
#### Overview

The town of Glastonbury submitted 3 design alternatives for the installation of sidewalk along Route 17 (Main Street) in the town of Glastonbury. The Department of Transportation Highway Design Unit (Department) has conducted a technical review of the three alternatives and selected a preferred alternative based on design criteria outlined in the Highway Design Manual.

The three options being evaluated are briefly summarized below.

#### Option 1 – Fill Wall with 5' Concrete Sidewalks

Option 1 proposes a shifting of the roadway to the east by a maximum of 6 feet to accommodate a retaining wall and sidewalk on the west side of Route 17. The 5-foot sidewalk would be on top of a fill slope behind the retaining wall, equipped with a safety railing (54" tall). The average height of the wall would be 3.5 feet. The proposed roadway cross section includes 11-foot lanes, 4-foot shoulders, and no snow shelf on the retaining wall side of Route 17.



Option 1 – Fill wall with 5' Concrete Sidewalks



# STATE OF CONNECTICUT

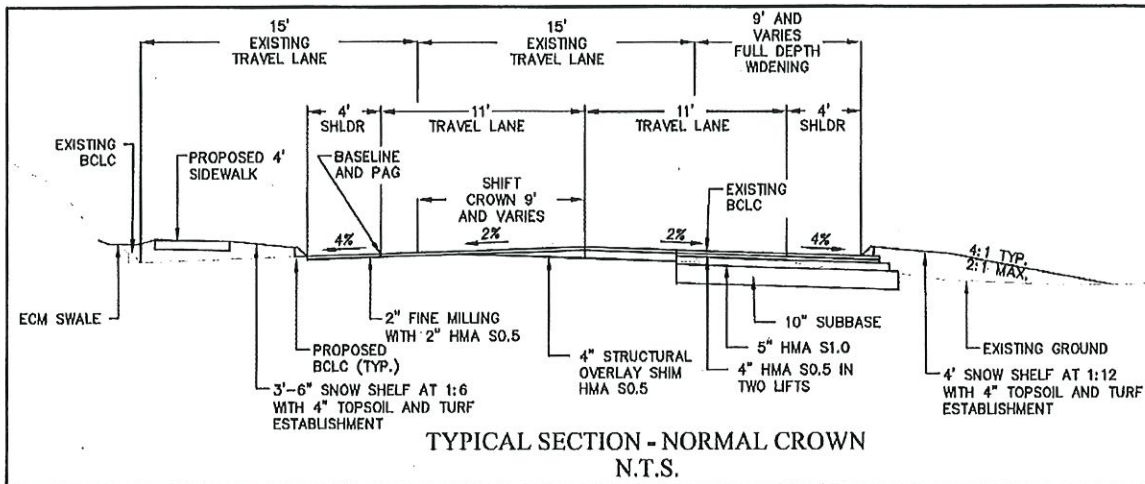
DEPARTMENT OF TRANSPORTATION

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NEWINGTON, CONNECTICUT 06131-7546



## Option 2 – Realignment with 9' Shift and 4' Concrete Sidewalks

Option 2 proposes a shifting of the roadway to the east by a maximum of 9 feet to accommodate 4-foot sidewalk on the west side of Route 17, without the need for a retaining wall. The roadway cross section includes 11-foot lanes, 4-foot shoulders, as well as a snow shelf of at least 3.5 feet on both sides of Route 17.



*Option 2 – Realignment with 9' Shift and 4' Concrete Sidewalks*

## Option 3 – Retaining Wall with 4' Concrete Sidewalks

Option 3 proposes to maintain the existing roadway edge of road on both sides while accommodating a 4-foot sidewalk and retaining wall on the west side of Route 17. The average height of the retaining wall would be variable with a maximum height of 9 feet. Also included would be a 48-inch-tall safety railing atop the retaining wall. The roadway cross section would remain the same as existing while providing a 3-foot snow shelf on the retaining wall side of Route 17.

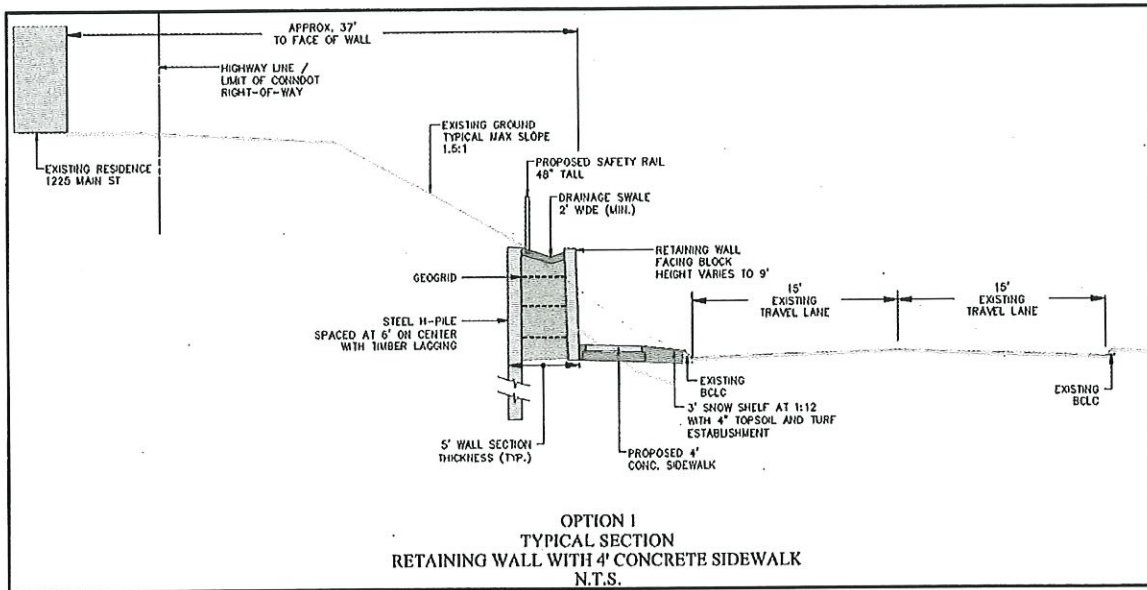




STATE OF CONNECTICUT  
DEPARTMENT OF TRANSPORTATION



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Option 3 – Retaining Wall with 4' Concrete Sidewalks

**Analysis**

Route 17 is a two-lane undivided roadway and is classified as an urban principal arterial. Average daily traffic (ADT) along this stretch of Route 17 is approximately 15,900 vehicles. 85<sup>th</sup> percentile speeds were found to be 45 mph and the Department selected a design speed of 45 mph. Based on design speed and ADT, clear zone for this stretch of roadway shall be 20' minimum.

Option 1 – Fill Wall with 5' Concrete Sidewalks

Option 1's 560 foot retaining wall introduces a non-breakaway obstacle well within the clear zone of Route 17. As mentioned in the Highway Design Manual (Figure 2-3F - pg. 2-3(12)), clear zone is a controlling design criteria. Option 1 would violate clear zone for traffic traveling Northbound and Southbound on Route 17, as the wall would be within 20 feet of the roadway in both directions of travel. The Department has concerns about drainage on the proposed sidewalk. The small swale will likely not be able to handle the drainage flowing down the the large cut slope. During winter months, this could cause snowmelt and icing on the sidewalk, creating a safety hazard for pedestrians. The Department also has concerns about the winter maintenance of the roadway, with the retaining wall being proposed so close to the edge of road. Without a snow shelf, snow will be plowed into the shoulder, reducing its effectiveness for a large portion of the winter. In additional, during large snowstorms, there may not be enough room for snow storage, and this could impact the travel lane.



# STATE OF CONNECTICUT

## DEPARTMENT OF TRANSPORTATION



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### Option 2 – Realignment with 9' Shift and 4' Concrete Sidewalks

Option 2 requires the most amount of widening of the three options (9 foot maximum). However, this proposed option meets all controlling design criteria outlined in the Highway Design Manual. The existing Highway ROW line is set back far enough that the widening will not require any property acquisitions. A few properties will require grading rights, and there are utility poles that must be relocated to accommodate this option. Option 2 shows a 4-foot sidewalk with a 3.5-foot snow shelf. Although sidewalk width is not a controlling design criteria and 4 feet is the minimum width according to PROWAG, the Department recommends widening the sidewalk to 5 feet, as outlined in Figure 2-3F - pg. 2-3(12) of the Highway Design Manual. 5-foot sidewalks are standard along State highways.

### Option 3

Option 3, similar to Option 1, proposes a retaining wall approximately 500 feet long. This wall is proposed to cut into the existing embankment on the west side of Route 17. The proposed wall, similar to Option 1, introduces a fixed object inside the 20-foot clear zone outlined in the Highway Design Manual (Figure 2-3F - pg. 2-3(12)) for vehicles traveling Southbound on Route 17. This design would violate that controlling design criteria. The proposed wall is set back from the roadway enough to get the retaining wall out of the clear zone for traffic traveling North on Route 17. The Department has a similar recommendation to that of Option 2 where the Department would prefer standard 5-foot sidewalk to better accommodate pedestrians. This alternative requires a maximum widening of 6 feet which can be kept within State right of way.

### **Recommendation**

Of the three options presented, the Department recommends **Option 2 - Realignment with 9' Shift and 5' Concrete Sidewalks**. The Department would like to avoid introducing a fixed object in the clear zone. As outlined in the analysis section of this report, the Department has maintenance concerns about the retaining wall and the lack of snow shelf provided with other options. Option 2 is also the only alternative that adheres to all the controlling design criteria outlined in the Highway Design Manual. Option 1 and Option 3 violate the minimum clear zone criteria ((Figure 2-3F - pg. 2-3(12)) with the introduction of a lengthy retaining wall.

If Option 2 cannot be accommodated, further coordination between the Town of Glastonbury and the Department would be needed regarding violation of controlling design criteria with respect to Option 1 and Option 3.

Please contact Scott Bushee, CTDOT Project Manager, at [Scott.Bushee@ct.gov](mailto:Scott.Bushee@ct.gov) for additional information or any further questions regarding this review.



- 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 Town Council shall develop Village District Design Guidelines for review by the Commission and ASDRC, 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 and Site Design Review Committee (ASDRC)**

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

- a. The ASDRC is comprised of 7 members and is established pursuant to Connecticut General Statutes Section 8-2j.
- b. Appointments to the ASDRC 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 ASDRC.
- d. Members shall include at least two architects, one landscape architect, 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 ASDRC 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 ASDRC 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 or Building Official, in the case of demolition permit applications not associated with a zoning, site plan or special permit, will be referred to the ASDRC 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 ASDRC 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 ASDRC shall review the application and report to the Commission or Building Official 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 ASDRC 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 ASDRC for resubmission of the application based on the ASDRC recommendations shall not be considered failure to act.
- f. The Commission shall take action on the application upon receipt of the report from the ASDRC. In addition to the report and recommendation of the ASDRC, 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. 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: January 7, 2022



Sec. 2-4. - Establishment of unexpended education funds account; deposits; use of funds.

In accordance with § 10-248a of the Connecticut General Statutes:

- (1) The town hereby establishes an unexpended education funds account (the account). The account shall be a nonlapsing account.
- (2) The board of education, acting on behalf of the town council as the authority making appropriations for the town school district, is authorized to deposit into the account, all or any portion of the unexpended funds from a prior fiscal year from the budgeted appropriation for education for the town, provided that the amount of unexpended funds from such prior fiscal year does not exceed one (1) per cent of the total budgeted appropriation for education for such prior fiscal year. The board of education may authorize deposits to the account in each fiscal year such that the total amount in the account may accumulate over time if not expended as provided in subsection (3) hereof.
- (3) Funds in the account may be used by the board of education in its sole discretion for any operating expenses, capital projects or for any expenses of maintaining public schools in the town as provided for in § 10-248 of the Connecticut General Statutes.
- (4) The town council, as part of the annual audit, shall receive a written report of all revenue and expenditures of the account.

( Ord. No. 327, 9-9-13. )