

**GLASTONBURY TOWN COUNCIL AGENDA
TUESDAY, FEBRUARY 28, 2023 – REGULAR MEETING
6:00 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

BUDGET REVIEWS FOR FISCAL YEAR 2023-2024 – 6:00 P.M.

- Presentation and discussion concerning Town Operations, Debt & Transfer, Revenues & Transfers, Capital Reserve Fund, Capital Improvement Program and other budget related matters involving the combined 2023-2024 budget proposal.
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1. Roll Call.
 - (a) Pledge of Allegiance.
2. Public Comment.
3. Special Reports.
4. Old Business.
5. New Business.
6. Consent Calendar.
7. Town Manager's Report.
8. Committee Reports.
 - (a) Chairman's Report.
 - (b) MDC.
 - (c) CRCOG.
9. Communications.
10. Minutes.
 - (a) Minutes of February 14, 2023 Regular Meeting.
11. Appointments and Resignations.
 - (a) Reappointment of Brian Chiffer to the Historic District Commission (Alternate, R-2025).
12. Executive Session.
 - (a) Potential land acquisition.

Note: The Budget Reviews for Fiscal Year 2023-2024 will convene at 6:00 p.m. on Tuesday, February 28, 2023 in Council Chambers of Town Hall with the option for Zoom Video Conferencing. The Regular Meeting Agenda items, including the public comment session, will convene upon completion of the Budget Review, likely not until approximately 7:30 p.m.

THE REGULAR TOWN COUNCIL MEETING AND BUDGET REVIEWS FOR FISCAL YEAR 2023-2024 OF TUESDAY, FEBRUARY 28, 2023 WILL BE CONDUCTED IN PERSON WITH AN OPTION FOR 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/87472389748?pwd=N1N2S0pzekQxMXgxOXZSYWpvd1hwZz09>

Join by Phone: +1 646 558 8656

Webinar ID: 874 7238 9748

Password: 227846

- **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

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

Richard J. Johnson
Town Manager

**BUDGET REVIEWS FOR
FISCAL YEAR 2023-2024
02-28-2023 Meeting**

February 24, 2023

The Glastonbury Town Council
2155 Main Street
Glastonbury, CT 06033

Re: 2023-2024 Budget

Dear Council Members:

A presentation is scheduled for Tuesday evening on proposed Town Operations, Debt & Transfer, Revenues, and Capital Improvements and other topics as applicable. Department Directors will attend should Council have questions on specific operating areas.

At its meeting of Tuesday, February 21st, the Board of Finance completed its review of the Town Operating, Debt & Transfer, and Education Budget proposals for FY2024. The Board is recommending the following changes:

Expenditures

Town Operations – The budget proposed at the Annual Town Meeting (ATM) increased \$1.33M or 2.8%. The Board is recommending a \$200,000 reduction to \$1.13M or 2.37%.

Education – Originally proposed to increase \$3.8M or 3.2%, a reduction of \$400,000 to \$3.33M and 2.85% is enacted by the Board of Finance.

Debt and Transfer – Recommended as presented at the ATM – \$5.65M to \$5.85M.

Revenues

Educational Cost Sharing (ECS) – The budget proposed by Governor Lamont increases ECS money by \$276,000± from \$5.38M to \$5.65M. This is included with amended budget revenues.

Motor Vehicle (MV) Grant – Approved at \$1.79M in the current year, the budget proposed at the ATM includes a \$2.06M. Governor Lamont's proposal increases the MV grant to Glastonbury to \$2.4M±. This adjustment is not included with the amended proposed budget.

Additional summary background information is presented below and attached.

- Collection rate – Assumed at 99.15% as in current year.
- Grand list increase – 21.03% (property revaluation).
- Revenues – As proposed at ATM with changes noted above.
- General Fund Transfer In – Reduced from current \$875,000 to \$775,000 per ATM.

Pension – ROR on Pension Fund sustained at 6.25%.

Mill Rate – Current mill rate 37.3 for RE/PP and 31 for MV. A single mill rate of 31.01 is proposed and influenced downward by the 21% increase in the GL per property revaluation.

Capital Reserve/Borrowing/General Fund – As in past years, the Board’s review of the budget components prompted a discussion on the best approach to capital infrastructure, namely, the role of bonding, Capital Reserve Funding and potential use of general Fund resources. This general topic has been discussed in previous years and suggested for continued discussion.

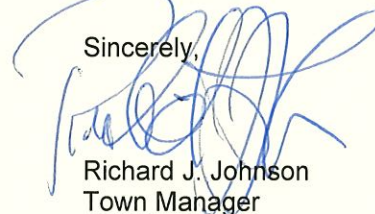
General Fund – Unassigned Fund Balance (GF-UFB) – By Council action in late 2014, the attached policy establishing a minimum GF-UFB policy of 12% was enacted. This was based upon information generally available in 2014. As noted in my budget letter of transmittal, a change in this policy is recommended. Specifically, to reflect standards published by Standard and Poor’s (15%) and the Government Finance Officers Association (16.7% minimum – 2 months General Fund Operating Revenue/Expenditures) as a minimum threshold. By amending the policy, there would be a relationship to established standards. The Board of Finance considered this as part of its budget review and unanimously supported a change to a minimum 16% GF-UFB policy. This can be scheduled for Council review and action as the budget process proceeds.

Library Programming – An increase to the Library Programming Account will likely be proposed to further support programming initiatives including the new Makerspace. This would not change the tax implications of the budget but simply provide additional flexibility.

As noted at the January 24th meeting, I have established a cross-functional team – Library, Recreation, Y&FS, Senior Services, etc. to coordinate programming for the Makerspace area.

Additional information can be provided as the budget review moves forward.

Sincerely,



Richard J. Johnson
Town Manager

RJJ/sal
Attachments

General Fund Summary of Revenues and Appropriations/Expenditures

DESCRIPTION	2022 Actual	2023 Adopted	2024 BOF Proposed	Increase (Decrease)	% Increase (Decrease)
REVENUES					
Taxes	161,977,631	163,548,948	166,844,482	3,295,534	2.0%
Licenses & Permits	1,783,790	1,369,645	1,474,750	105,105	7.7%
Intergovernmental	9,134,361	8,799,838	9,348,130	548,292	6.2%
Charges for Services	1,741,560	1,573,403	1,580,928	7,525	0.5%
Other*	1,253,377	1,630,727	2,481,941	851,214	52.2%
Use of Fund Balance	400,000	875,000	775,000	(100,000)	-11.4%
TOTAL REVENUES	176,290,719	177,797,562	182,505,231	4,707,669	2.6%
APPROPRIATIONS/EXPENDITURES					
TOWN					
General Government	3,466,212	3,736,574	3,993,846	257,272	6.9%
Community Development	2,642,247	2,508,734	2,631,956	123,222	4.9%
Administrative Services	5,910,747	6,541,079	6,768,482	227,403	3.5%
Public Safety	15,850,050	16,566,846	16,690,147	123,301	0.7%
Physical Services	7,376,311	7,545,639	7,676,237	130,598	1.7%
Sanitation	953,775	957,950	962,748	4,798	0.5%
Human Services	2,978,983	3,362,023	3,636,400	274,377	8.2%
Leisure & Culture	6,025,299	6,258,850	6,444,428	185,578	3.0%
BOF Reduction to Town Operations to be allocated			(200,000)	(200,000)	
TOTAL TOWN	45,203,625	47,477,695	48,604,244	1,126,549	2.4%
DEBT & TRANSFERS OUT	13,279,396	13,382,486	13,632,922	250,436	1.9%
EDUCATION	114,849,239	116,937,381	120,268,065	3,330,684	2.8%
TOTAL APPROPRIATIONS/EXPENDITURES	173,332,260	177,797,562	182,505,231	4,707,669	2.6%

General Fund Summary of Revenues and Transfers

DESCRIPTION	2022 Actual	2023 Adopted	2024 BOF Proposed	Increase (Decrease)	% Increase (Decrease)
TAXES					
Tax Revenues					
Current Levy	159,102,461	161,196,948	\$ 164,492,482	3,295,534	2.0%
Auto Supplemental	1,822,868	1,500,000	\$ 1,500,000	-	0.0%
Delinquent Motor Vehicle Fees	14,274	-	\$ -	-	0.0%
Prior Years	642,281	500,000	\$ 500,000	-	0.0%
Interest & Fees	391,747	350,000	\$ 350,000	-	0.0%
Miscellaneous Fees	4,001	2,000	\$ 2,000	-	0.0%
TOTAL TAXES	161,977,631	163,548,948	\$ 166,844,482	3,295,534	2.0%
LICENSES & PERMITS					
Licenses& Permits					
Building Inspection Fees	1,177,109	800,000	\$ 900,000	100,000	12.5%
Town Clerk Fees	106,046	91,000	\$ 91,250	250	0.3%
Physical Services Fees	20,365	18,500	\$ 19,500	1,000	5.4%
Refuse Permit Fees	363,934	350,000	\$ 350,000	-	0.0%
Health	112,433	106,145	\$ 110,000	3,855	3.6%
Fire Marshal	3,903	4,000	\$ 4,000	-	0.0%
TOTAL LICENSES & PERMITS	1,783,790	1,369,645	\$ 1,474,750	105,105	7.7%
INTERGOVERNMENTAL					
HousAuth In-Lieu Tax					
Housing Auth Welles Vill	90,681	89,000	\$ 91,000	2,000	2.2%
Other Housing Projects	123,472	125,100	\$ 128,900	3,800	3.0%
	214,153	214,100	\$ 219,900	5,800	2.7%
St Conn In-Lieu Taxes					
St/CT Pilot	34,615	46,915	\$ 47,424	509	1.1%
Municipal Revenue Sharing	12,301	-	\$ -	-	0.0%
Disability Exemption	2,160	2,700	\$ 2,700	-	0.0%
Veterans Exemption	8,504	9,000	\$ 9,000	-	0.0%
St/CT Telephone Access	62,305	72,000	\$ 62,000	(10,000)	-13.9%
State Stabilization Grant	385,930	385,930	\$ 385,930	-	0.0%
Miscellaneous State Grant	554,437	-	\$ -	-	0.0%
	1,060,251	516,545	\$ 507,054	(9,491)	-1.8%
ST Educ Entitlements					
Magnet School Transportation	9,900	-	\$ -	-	0.0%
ECS Cost Sharing Grant	5,370,454	5,379,255	\$ 5,655,724	276,469	5.1%
Spec Educ Excess/Agency	1,493,058	-	\$ -	-	0.0%
Vocational Agriculture	401,398	298,519	\$ 298,519	-	0.0%
	7,274,810	5,677,774	\$ 5,954,243	276,469	4.9%

General Fund Summary of Revenues and Transfers

DESCRIPTION	2022 Actual	2023 Adopted	2024 BOF Proposed	Increase (Decrease)	% Increase (Decrease)
Admin Services					
ST/CT Motor Vehicle Grant	-	1,790,125	\$ 2,055,024	264,899	14.8%
ST/CT Historical Document Pres	7,500	7,500	\$ 7,500	-	0.0%
	7,500	1,797,625	\$ 2,062,524	264,899	14.7%
Public Safety					
Regional Dispatch Reimbursement	173,993	160,000	\$ 160,000	-	0.0%
Police Grants	251,328	245,475	\$ 245,475	-	0.0%
Civil Preparedness	11,618	12,110	\$ 12,110	-	0.0%
State Fire Service	-	25,000	\$ 25,000	-	0.0%
Volunteer Ambul Reimbursements	2,766	20,000	\$ 20,000	-	0.0%
	439,705	462,585	\$ 462,585	-	0.0%
Human Services					
Dial A Ride Grant	51,278	51,278	\$ 52,820	1,542	3.0%
Housing Auth Resident Services	50,000	47,990	\$ 47,990	-	0.0%
Youth & Family ST Grant	32,177	31,942	\$ 31,942	-	0.0%
NCAA Grant	4,487	-	\$ 9,072	9,072	-
	137,942	131,210	\$ 141,824	10,614	8.1%
TOTAL INTERGOVERNMENTAL	9,134,361	8,799,838	\$ 9,348,130	548,292	6.2%
CHARGES FOR SERVICES					
Charges for Services					
Planning & Zoning	10,243	14,000	\$ 13,000	(1,000)	-7.1%
Town Clerk Recording Fees	264,744	269,900	\$ 266,200	(3,700)	-1.4%
Town Clerk Conveyance Fee	994,585	700,000	\$ 700,000	-	0.0%
Educ/Community Serv Fees	780	30,000	\$ 30,000	-	0.0%
Solid Waste Tip Fees	225,727	235,000	\$ 235,000	-	0.0%
Sewer Inspection Fees	-	2,000	\$ -	(2,000)	-100.0%
Parks/Rec Swimming Fees	107,332	129,800	\$ 135,200	5,400	4.2%
Parks/Rec Program Fees	30,332	34,283	\$ 33,808	(475)	-1.4%
Subdivision OT Inspection	-	1,000	\$ -	(1,000)	-100.0%
Fire Watch Services	3,767	5,320	\$ 5,320	-	0.0%
Health Soil Tests	2,450	2,000	\$ 2,500	500	25.0%
Senior Ser Programs	59,202	65,000	\$ 76,600	11,600	17.8%
Senior Nutrition Program	14,678	32,000	\$ 30,000	(2,000)	-6.3%
Library Fines	10,290	25,000	\$ 25,000	-	0.0%
Notary Services	4,395	5,100	\$ 5,300	200	3.9%
Passport Processing	13,035	23,000	\$ 23,000	-	0.0%
TOTAL CHARGES FOR SERVICES	1,741,560	1,573,403	\$ 1,580,928	7,525	0.5%

General Fund Summary of Revenues and Transfers

DESCRIPTION	2022 Actual	2023 Adopted	2024 BOF Proposed	Increase (Decrease)	% Increase (Decrease)
OTHER REVENUES*					
Other Revenues					
Probate Court Reimbursements	2,480	2,480	\$ 2,480	-	0.0%
Interest on Investments	234,764	620,000	\$ 1,500,000	880,000	141.9%
Land Sales & Rentals	217,345	266,308	\$ 272,172	5,864	2.2%
Miscellaneous	11,543	57,500	\$ 20,000	(37,500)	-65.2%
Educ Student Activities	-	200	\$ 200	-	0.0%
Lease Revenue	52,741	-	\$ -	-	-
Educ Vo Ag Tuition	320,681	365,989	\$ 365,989	-	0.0%
Purchasing - Auction Sales	100,731	40,000	\$ 40,000	-	0.0%
PhyServ Refunds & Sales	565	3,500	\$ 2,500	(1,000)	-28.6%
Refuse Recycling	106,108	48,600	\$ 58,350	9,750	20.1%
Bulky Waste Fill and Tip Fees	-	-	\$ -	-	-
Claims Reimbursements	120,104	40,000	\$ 40,000	-	0.0%
Public Safety Police	64,964	68,000	\$ 68,000	-	0.0%
Health Insurance/Reimburs	-	-	\$ -	-	0.0%
Youth & Family Services	7,050	33,400	\$ 27,500	(5,900)	-17.7%
Library Trustee Account	69,972	40,000	\$ 40,000	-	0.0%
Clinical Fees	225	750	\$ 750	-	0.0%
Library Miscellaneous	1,979	10,000	\$ 10,000	-	0.0%
Purchasing Card Rebates	14,308	9,000	\$ 9,000	-	0.0%
Attorney Fees Reimbursed	2	25,000	\$ 25,000	-	0.0%
Utilities Reimbursed	7,088	-	\$ -	-	0.0%
Lease Interest Income	7,432	-	\$ -	-	0.0%
Unrealized Gain/(Loss) on Inventory	(126,405)	-	\$ -	-	0.0%
ICMA Administrative Allowance	39,701	-	\$ -	-	0.0%
TOTAL OTHER REVENUES	1,253,377	1,630,727	\$ 2,481,941	851,214	52.2%
TRANSFERS IN					
Transfers In From					
Capital Projects	400,000	-	\$ -	-	-
General Fund	-	875,000	\$ 775,000	(100,000)	-11.4%
TOTAL TRANSFERS IN	400,000	875,000	\$ 775,000	(100,000)	-11.4%
GRAND TOTAL REVENUE AND TRANSFERS	\$176,290,719	177,797,562	\$ 182,505,231	\$4,707,669	2.6%

*Excludes refunding bond issuance related revenues.

General Fund: Summary of Expenditures and Transfers

DEPARTMENT	2022 Actual	2023 Adopted	2024 BOF Proposed	Increase (Decrease)	% Increase (Decrease)
TOWN					
GENERAL GOVERNMENT					
TOWN COUNCIL	139,586	154,692	165,192	10,500	6.8%
TOWN MANAGER	738,140	814,047	846,684	32,637	4.0%
HUMAN RESOURCES	718,719	800,295	1,008,475	208,180	26.0%
FACILITIES MAINTENANCE	1,869,767	1,967,540	1,973,495	5,955	0.3%
TOTAL GENERAL GOVERNMENT	3,466,212	3,736,574	3,993,846	257,272	6.9%
COMMUNITY DEVELOPMENT					
COMMUNITY DEVELOPMENT	812,244	747,452	773,812	26,360	3.5%
BUILDING INSPECTION	683,300	593,540	682,320	88,780	15.0%
FIRE MARSHAL	352,295	375,417	372,389	(3,028)	-0.8%
HEALTH	794,410	792,325	803,435	11,110	1.4%
TOTAL COMMUNITY DEVELOPMENT	2,642,247	2,508,734	2,631,956	123,222	4.9%
ADMINISTRATIVE SERVICES					
FINANCIAL ADMINISTRATION	1,769,795	1,826,459	2,048,767	222,308	12.2%
ACCOUNTING	475,358	515,607	469,215	(46,392)	-9.0%
PROPERTY ASSESSMENT	635,055	662,127	679,535	17,408	2.6%
REVENUE COLLECTION	500,029	495,132	455,334	(39,798)	-8.0%
TOWN CLERK	537,038	592,610	610,065	17,455	2.9%
VOTER REGISTRATION	133,165	203,847	236,593	32,746	16.1%
LEGAL SERVICES	236,222	300,000	300,000	-	0.0%
PROBATE SERVICES	13,967	24,800	24,800	-	0.0%
INSURANCE/PENSIONS	1,610,117	1,920,497	1,944,173	23,676	1.2%
TOTAL ADMINISTRATIVE SERVICES	5,910,747	6,541,079	6,768,482	227,403	3.5%
PUBLIC SAFETY					
POLICE	14,596,583	15,058,422	15,197,366	138,944	0.9%
VOLUNTEER AMBULANCE	2,821	3,175	700	(2,475)	-78.0%
FIRE	1,220,415	1,473,759	1,458,894	(14,865)	-1.0%
CIVIL PREPAREDNESS	30,231	31,490	33,187	1,697	5.4%
TOTAL PUBLIC SAFETY	15,850,050	16,566,846	16,690,147	123,301	0.7%
PHYSICAL SERVICES					
ENGINEERING	1,735,028	1,744,221	1,736,257	(7,964)	-0.5%
HIGHWAY	4,438,232	4,597,674	4,640,739	43,065	0.9%
FLEET MAINTENANCE	1,203,051	1,203,744	1,299,241	95,497	7.9%
TOTAL PHYSICAL SERVICES	7,376,311	7,545,639	7,676,237	130,598	1.7%

General Fund: Summary of Expenditures and Transfers

DEPARTMENT	2022 Actual	2023 Adopted	2024 BOF Proposed	Increase (Decrease)	% Increase (Decrease)
SANITATION					
REFUSE DISPOSAL	953,775	957,950	962,748	4,798	0.5%
TOTAL SANITATION	953,775	957,950	962,748	4,798	0.5%
HUMAN SERVICES					
HEALTH GRANTS	34,077	36,000	36,000	-	0.0%
YOUTH/FAMILY SERVICES	1,546,745	1,799,038	2,025,542	226,504	12.6%
SENIOR & COMMUNITY SERVICES	1,398,161	1,526,985	1,574,858	47,873	3.1%
TOTAL HUMAN SERVICES	2,978,983	3,362,023	3,636,400	274,377	8.2%
LEISURE & CULTURE					
PARKS/RECREATION	4,253,067	4,351,497	4,502,845	151,348	3.5%
WELLES TURNER LIBRARY	1,757,232	1,892,353	1,921,583	29,230	1.5%
SOUTH GLASTONBURY LIBRARY	7,500	7,500	10,000	2,500	33.3%
EAST GLASTONBURY LIBRARY	7,500	7,500	10,000	2,500	33.3%
TOTAL LEISURE & CULTURE	6,025,299	6,258,850	6,444,428	185,578	3.0%
BOF Reduction to Town Operations to be allocated			(200,000)	(200,000)	
TOTAL TOWN	45,203,625	47,477,695	48,604,244	1,126,549	2.4%
DEBT SERVICE & TRANSFERS OUT					
DEBT SERVICE	6,556,033	6,902,429	7,096,470	194,041	2.8%
TRANSFERS OUT					
CAPITAL RESERVE FUND	5,623,700	5,650,000	5,850,000	200,000	3.5%
DOG FUND	45,000	45,000	45,000	-	0.0%
OPEB FUND	740,663	785,057	641,452	(143,605)	-18.3%
SEWER OPERATING	107,000	-	-	-	0.0%
LAND ACQUISITION	-	-	-	-	0.0%
CONTINGENCY	-	-	-	-	0.0%
CAPITAL PROJECTS FUND	207,000	-	-	-	0.0%
TOTAL TRANSFERS OUT	6,723,363	6,480,057	6,536,452	56,395	0.9%
TOTAL DEBT SERVICE & TRANSFERS OUT	13,279,396	13,382,486	13,632,922	250,436	1.9%
EDUCATION	114,849,239	116,937,381	120,268,065	3,330,684	2.8%
GRAND TOTAL EXPENDITURES AND TRANSFERS	\$ 173,332,260	\$ 177,797,562	\$ 182,505,231	\$ 4,707,669	2.65%

16
GENERAL FUND-FUND BALANCE POLICY
December 2014
Revised 2023

The Town of Glastonbury has a long and successful history of responsible and effective budget and financial management. The Town's General Fund – Fund Balance Policy confirms its long standing practice with respect to the Unassigned Fund Balance Reserve consistent with achieving the following principles and goals:

- Unassigned Fund Balance is essential to preserve the credit worthiness of the Town and meet the standards and expectations of rating agencies.
- Fund Balance reserves provide financial resources in the event of unexpected emergency situations such as natural disasters, economic uncertainty, and other such emergency conditions requiring use of Fund Balance for continuity of operations, emergency response and tax stability.

DEFINITIONS – in accordance with Government Accounting Standards Board (GASB) Pronouncement #54

- **Non Spendable Fund Balance** – Amounts that cannot be spent because they are either:
 - Not in a spendable form (e.g. not transformable into cash within 60 days) such as long-term receivables, inventory, or prepaid expenses
 - Legally or contractually required to be maintained intact, such as an endowment fund
- **Restricted Fund Balance** – Amounts that have legally enforceable constraints placed on their use by external parties or external laws and regulations.
- **Committed Fund Balance** – Amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's *highest level of decision-making authority (Town Council)*
- **Assigned Fund Balance** – Amounts intended to be used for specific purposes, but are neither restricted nor committed
- **Unassigned Fund Balance** – Amounts that do not fall within any other classification.

POLICY

The following policies will guide the management and use of the Town's General Fund-Unassigned Fund Balance.

- The Town will strive to maintain a minimum level of General Fund-Unassigned Fund Balance as of June 30th of each year equal to sixteen percent (16%) of the subsequent fiscal year's budgeted operating revenues.
- The Unassigned Fund Balance may be appropriated as authorized by the Town Council, upon approval by the Board of Finance, as applicable.
- The use of General Fund-Unassigned Fund Balance, in excess of 16% and as applicable, will generally be limited to one-time, non-recurring purposes. Uses consistent with this Policy include land acquisition, Capital Projects, transfer to the Capital Reserve Fund, emergency/ storm response, and other one-time, non-recurring uses determined to be in the best financial interests of the Town and in accordance with this Policy.

- The receipt of one-time non-recurring revenues will not be used to finance ongoing operating expenditures, programs and activities.
- To avoid creating a revenue gap in subsequent budget years, funds in excess of the 16% minimum will not be allocated to ongoing operations. Exceptions to this standard include the reasonable and customary General Fund-Transfer In incorporated to the annual Operating budget process and situations when State Aid or other operating revenues significantly exceed the respective year adopted Town budget. In this case, the Council may allocate these operating revenues to the next following Operating budget.
- In the event the Unassigned Fund Balance is used to provide for temporary funding of unforeseen emergency needs (storm response, economic, other) and falls below the minimum threshold, the Town Manager will develop and propose a plan to replenish the Fund Balance as part of the subsequent year's budget proposal. The plan will seek to restore the Unassigned General Fund Balance to the minimum 16% level within two fiscal years following the fiscal year in which the event occurred.

Approved by Board of Finance: December 17, 2014

Approved by Town Council: January 13, 2015

Revised Recommended by Board of Finance: February 13, 2023



Town of Glastonbury

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

ITEM #7
02-28-2023 Meeting

Richard J. Johnson
Town Manager

February 24, 2023

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. Board and Commission Appointments

The February 14th Council appointments to the Historic District Commission for Geoffrey Dellenbaugh (D), John Langmaid (D), Barbara Theurkauf (R), Henry von Wodtke (R) should have reflected a term end date of December 2027 vs. December 2028.

2. Commercial Vehicles

Section 7 of the Building Zone Regulations establishes restrictions on the parking of commercial vehicles, boats, trailers, etc. at residential properties. Council had asked for a review of the Regulation for commercial vehicles. This staff review is complete to include the potential for permitting, limiting size/type of commercial vehicle, screening, placement, temporary permits and related factors. A referral to the Policy & Ordinance Review Committee is suggested so that a specific concept can be forwarded to the TP&Z. As applicable, members of TP&Z could be invited to participate in this discussions.

3. Building Zone Regulations – Commercial Space Requirements

Per previous discussion and public hearing, this topic involves potential amendment to the Town Center Zone. Specifically, to provide a waiver process in the one for one requirement to retain commercial space if a residential component is proposed for a site. Based on discussion during the public hearing process, a revised proposal will be presented to Council on or before the March 14th meeting. This will include historic preservation, public parking, public open space, sustainable design, affordable housing and related factors.

4. Newsletter

March edition attached.

5. Animal Control Shelter

The attached pages show the Animal Control Shelter as recently recommended by the ASDRC. Next and final review by TP&Z. This is funded through the current capital program. The building is designed as a net zero building supported by roof mounted solar PV. The enclosed runs (chain link fencing) is the north elevation.

Sincerely,

Richard J. Johnson
Town Manager

RJJ/sal
Attachments



GLASTONBURY AT A GLANCE

MARCH 2023

Upcoming Events

The list below is a SAMPLING of upcoming events. Please visit www.glastonburyct.gov/events, review the Sharing Tree (Senior) Newsletter, www.glastonburyct.gov/sharingtree, or visit the WTML website, www.wtmlib.info, to view a full list, as well as registration requirements, fees, and other program details.

- [3/1 - Open House for the Kangaroo Kids' 2023-2024 School Year](#) - Sign up or schedule a tour!
- [3/6, 3/13, 3/20 - Monday Movies](#) - 1:00 PM at the RCC (see page 5)
- [3/10 - Training Session: Problem Gambling Among U.S. Veterans](#) - 9:30 AM at Academy (Hosted by Y&FS in partnership with Amplify) - RSVP required. Eligible for CEU credits.
- [3/15 - Webinar with Author Douglas Tallamy Re: Reverse Declining Biodiversity](#) - 7:00 PM - Watch by Zoom or at WTML.
- [3/16 - St. Patrick's Day Luncheon](#) - 11:45 AM @ the RCC (see page 1)
- [3/18 - Household Hazardous Waste Collection Event](#) - 8:00 AM - 1:00 PM - Appointment required.
- [3/24 - Passport to Health Fair](#) - Drop by the RCC any time between 2:00 PM and 7:00 PM. Event will include various health vendors, kids' activities, car seat safety checks, vaccine clinics, and a chance to win great raffle prizes! Vendor/sponsor opportunities also available.

Summer Program Brochure and Registration Available Soon!

The Summer Program Brochure for Glastonbury Parks & Recreation and Senior/Social Services will be distributed to residents' mailboxes March 7-11. Registration will be accepted by mail and on-line ONLY from March 14 – April 3 for all programs, unless otherwise stated. Walk-in registration for applicable programs will begin Tuesday, April 4. Beginning March 7, residents may view program information online. Visit glastonburyct.gov/recreation and click on "Brochure of Programs and Activities". Printed brochures will also be available at Town Hall, WTML, the RCC, the Chamber of Commerce, and Y&FS beginning Friday, March 10.

Take a Chilly Plunge for a Good Cause!

Support Camp Sunrise and take a dip in the chilly waters of Eastbury Pond! Co-sponsored by the Glastonbury Parks and Recreation Dept. and the Glastonbury Elks Club, the **Arctic Adventure Plunge** will be held at Eastbury Pond on Sunday, March 12th from 9:00 AM - 12:00 PM. Participants will "plunge" into waist deep water for a few seconds, (with Public Safety officials on-site to ensure participant's safety) followed by coffee, hot chocolate, and donuts to warm up afterwards! Interested parties can sign-up as Individuals or Teams. The initial registration cost is \$25 per person. Individuals must then raise a minimum of \$100 and Teams (2-4 people) must raise a minimum of \$200. Those who raise more will receive a free Camp Sunrise Arctic Adventure T-shirt! [Click here to Register online](#). For more information, please contact Parks & Recreation at (860) 652-7679.

Camp Sunrise is a summer camp for children with special needs in Glastonbury and neighboring towns. Event funds will help provide campers with trips, support, and unique and memorable experiences.

Jonathan Luiz Appointed Town Manager

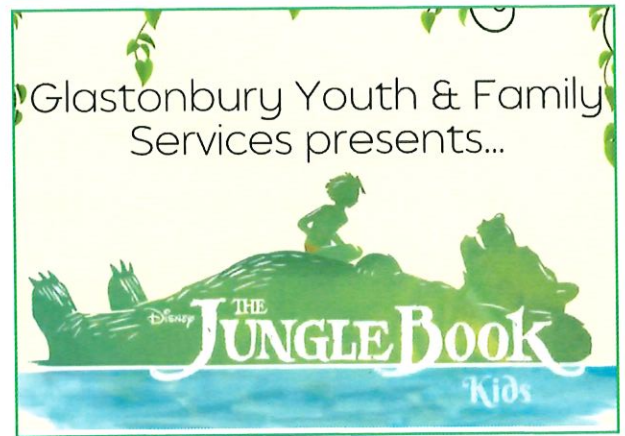
Effective March 31, 2023, Jonathan Luiz will take office in Town Hall as the new Glastonbury Town Manager, following the retirement of long-tenured Manager Richard J. Johnson. Please welcome Mr. Luiz to the community.

Retirement Celebration for Richard J. Johnson: Thursday, March 30

On Thursday, March 30th, the Town will host a retirement celebration for long-tenured Town Manager Richard J. Johnson. The event will be held at the Glastonbury Boathouse from 5:00 PM - 8:00 PM in an open house format. Ticket details will be announced shortly. Visit glastonburyct.gov/celebrate for more info.

Audition for Jungle Book Kids!

Creative Experiences' "Peter Pan Players" is excited to announce auditions for their Spring 2023 production of Disney's "Jungle Book KIDS"! This production is open to Glastonbury residents in grades 7-12*. Auditions will be held on Monday, March 13th from 3:00 - 6:00 PM at Youth and Family (Y&FS). A \$25.00 registration fee will be due upon the first scheduled rehearsal for all those cast in the production. Rehearsals will take place afterschool at Y&FS three days a week with specific dates TBA. To register for auditions, [please click here](#). For more details, please email Jessica at jessica.palazzo@glastonbury-ct.gov or Jason at jason.stankowski@glastonbury-ct.gov.



**Due to a condensed rehearsal schedule, we will not be able to accommodate Smith students who are currently in the SMS Drama Club production.*

Featured Artist Exhibits Open at WTML

Stop by the Friends Room at the newly renovated Welles-Turner Memorial Library and enjoy the art exhibit by the Featured Artist of the month! The Library will have artwork on display in the Friends Room and Gallery on a rotating basis going forward. Please stop by next time you're in the area and enjoy the beautiful artwork. Through April 7, the exhibit will feature work by Glastonbury Arts member, Sylvina Rollins. Her original oil paintings are inspired by life on her small farm with their rescued white shepherds and horses, and is also inspired by her childhood growing up on a farm with a variety of farm animals, especially cows.

LIFE ON THE FARM
Paintings by Artist & Author
Sylvina Rollins

www.SylvinaRollinsArt.com

FEBRUARY 10 – APRIL 7, 2023

The poster features a large oil painting of a white dog with blue and yellow accents, standing in a field. In the bottom left corner, there is a smaller photo of the artist, Sylvina Rollins, smiling. A QR code is located in the bottom right corner of the poster.

Town & Chamber Seeking Sponsors for Summer Music Series

The Glastonbury Parks & Recreation Department and CT River Valley Chamber of Commerce are now seeking sponsors for the annual Riverfront Music Series. Each summer, the Town/Chamber host a series of FREE concerts at the Riverfront Park on Wednesday evenings, which feature incredible performers and draw huge crowds of community members. Attendees bring picnic setups, beverages, and even pets, and enjoy on-site entertainment and food trucks.

These community concerts are extremely well attended and highly regarded, and are made possible through the generous contributions of our donors. Sponsorship packages are now available for various commitment levels, ranging from \$500 to \$3,000.

To learn more about sponsorship options and benefits, contact Chamber President Jessica Olander at (860) 526-7054 or jessica@crvchamber.org.

What's New at the Chamber?

Open Networking Sessions - The Chamber hosts an open networking meeting every other Wednesday at 12:00 PM in the Academy building. These events are free and open to all, but registration is required. Visit the [Chamber website](#) to learn more.

New Member Orientation & Refresh Event - 3/29 - Attend this FREE event and learn how to maximize your Chamber membership. [Learn more here](#).

Wall of Honor Submissions Due 3/5!

Glastonbury is updating its Wall of Honor, which recognizes residents who have courageously served, or are currently serving in the U.S. Military. [Click here to view submission requirements](#). Please submit all nominations to the Customer Service Center by **no later than March 5, 2023!**



Safely Exchange Goods at GPD

Recently, there have been several armed robberies across the state, many of which have occurred during transactions coordinated through popular exchange sites like Craigslist and Facebook Marketplace. The Glastonbury Police Department would like to remind everyone of its designated Safe Exchange parking spots in the North Lot of the Police Department (2108 Main Street). This area can be used as a meeting point for exchanges involving the transfer of money or goods.

If you feel apprehensive about meeting someone to do an exchange, or are just feeling cautious, request that the person meet you at the Police Department (PD). If they are engaging in illicit or unlawful activities, they may not be willing to meet you at the PD, which is a good indication they may be involved in a scam or criminal activity.

Additionally, the following guidance can help keep you safe:

NEVER...

- provide your home address to anyone over the internet
- meet strangers in a private location

ALWAYS...

- Agree to meet in a public place where other people are nearby
- Bring someone with you for the exchange

Upcoming Recycling Opportunities

Satellite Food Waste Recycling

CT DEEP has recently approved food scrap recycling at the Satellite Recycling Facility behind Town Hall. Accordingly, the Town will be offering free "starter kits" over coming months. Stay tuned for more details on this expansion to the Town's [food waste collection program](#).

Rain Barrel/Compost Bin Sales Event - April 29

This April, the Town will host its annual composting sales event, through which residents can purchase rain barrels, compost bins, and related items at a discount from retail prices. Additional details to be announced over coming weeks.





Perspective Rendering

GLASTONBURY ANIMAL SHELTER

Glastonbury, Connecticut

Feb. 2023

ARCHITECTURE + INTERIOR DESIGN + MASTER PLANNING

F R I A R





Perspective Rendering

GLASTONBURY ANIMAL SHELTER

Glastonbury, Connecticut

Feb. 2023

ARCHITECTURE + INTERIOR DESIGN + MASTER PLANNING

F R I A R



EXTERIOR ELEVATIONS



INSTR # 2023001016
DATE FILED 02/21/2023 01:42:47 PM
MICHELLE KRAMPITZ
TOWN CLERK
GLASTONBURY CT

**GLASTONBURY TOWN COUNCIL
REGULAR MEETING MINUTES
TUESDAY, FEBRUARY 14, 2023**

The Glastonbury Town Council with Town Manager, Richard J. Johnson, in attendance, held a Regular Meeting at 7:00 p.m. in the Council Chambers of Town Hall at 2155 Main Street, with the option for 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 Paul Cavanna*

2. Public Comment.

Kerry Warren of 173 Tall Timbers Road, supports the BOE's proposed two turf fields. State and federal agencies have concluded that there are no elevated health risks from playing on artificial turf. The British Journal of Sports Medicine did not find any discernible difference in injuries from artificial turf versus natural grass fields. There is a big need for sports fields in Glastonbury. This proposal to bring in two additional fields will greatly increase equity to sports, which is also beneficial for students' mental health.

Tom Metzner of 406 George Town Drive, asked the Council to support House Bill 6664 to forestall building new waste energy capacity. He encouraged support of EPR which will save money and increase the recycling program. He also provided an update on the nips situation. The Town does not have the authority to ban the sale of nips. He supports changing state law to allow towns to decide whether to ban the sale of nips going forward.

Pasha Metzner of 406 George Town Drive, stated that he sees a lot of nips on the road when he rides his bike around town. He also asked council members to petition to change the state law prohibiting towns from banning the sale of nips.

Ray McFall of 40 Bidwell Street, advocated for artificial turf fields at the high school, which he argued are safe, cost effective, and environmentally sound. Chrome rubber fields have been tested more than other products and have been deemed to be safe. He shared various quotes and

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studies to support his points. The authority on the matter has concluded that artificial turf is safe for outdoor use and borderline indoor use. The current turf at the high school cannot keep up with overwhelming demand, so new fields are sorely needed.

Laurie Paternoster of 48 Chatham Hill, was here a couple weeks ago to urge the Town to purchase the Rose property, which they did. She supports the Draghis continuing to farm the property.

Michael Draghi of 121 Belltown Road, has been the farm manager of Rose's Berry Farm for 14 years. He would like to continue farming the land. He approves the Town's purchase of the property, but requests to not proceed with an RFP. Instead, he asked the Town to hold a couple meetings to discuss the best way forward in preserving the farm's legacy. He hopes that the change of use possibilities will not include anything other than farming and open space.

Bruce Bowman of 62 Morgan Drive, agrees that youth need to participate in sports. However, this is a time of climate change and Glastonbury is a climate change leader with a sustainable purchasing plan. Artificial turf fields are a fossil fuel product. He advocates to not proceed with additional artificial turf fields at the high school.

Al Gondek of 88 Tryon Street, is in full support of the Town purchasing Rose's Berry Farm because farmland is disappearing rapidly. He supports Mike Draghi's proposal to run the property.

Lisa Eldridge of 108 South Mill Drive, argued that artificial turf fields are 40,000 pounds of plastic, and the Town does not need more plastic. She is against the turf field proposal.

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

Daniel Callaghan of 189 Hampshire Drive, has met with the Environmental Planner regarding the proposed turf field at the high school. They reviewed the adjacent private conservation easement, part of which is on his property. A 2010 study revealed a real threat to marine organisms from turf stormwater runoff to adjacent small watercourses. This easement-protected watercourse is downhill and less than 300 feet from the proposed turf site. He asked the Council to carefully consider the implications of a potential breach of the conservation easement agreement, which is the Town's responsibility to enforce.

Brendan Cummings of 28 Littel Acres Road, supports the artificial turf field project, explaining that modern turf fields are the norm in the state and across the country at all levels. They are cost-effective, pesticide-free, increase playing time, decrease water usage, and reduce injuries. He also supports the proposed on-campus weight-room at GHS because it will provide accessible, equal access for all students. He urged the Council to approve both projects, which will modernize GHS and benefit the student population and the overall community.

Theresa Velenzas of 91 Grandview Drive, urged the Council to consider the environmental impact of the proposed artificial turf fields project. The BOE says that those against artificial turf are influenced by seed companies, yet there is a legal filing against turf companies with the

Federal Trade Commission about deceptive marketing practices. She sees no such complaints against proponents of organically maintained fields. In addition, the plastic “blades” coating the fields are found to contain PFAS, which the EPA has deemed no amount to be safe. There are even suggested precautions for exposure to these fields. She urged the Council to at least pause this project so that it can be reviewed thoroughly.

Lisa Mendum of 45 Candlewood Road, is against the artificial turf project. Superintendent Dr. Bookman has implied that injuries, soil and groundwater pollution, off-gassing of methane, and PFAs are not an issue. For decades, the scientific, medical, and environmental community have been finding serious concerns, prompting towns across the country to ban installation of turf fields. Installing petrochemical-derived plastic turf fields that pollute undermines Glastonbury's climate leadership award and sustainable purchasing policy. Turf fields last 8-10 years, so \$1.5 million is a massive amount to spend on something with such a short lifespan. Not a single facility in the US is able to recycle a turf field. The CIP workshop budget showed that no money is needed for added maintenance or disposal, but this is not true. Children deserve upgraded, safe, natural grass fields, and more should be added, if needed.

Mark Landers of 22 Carriage Drive, believes that the installation of a weight room and addition of a full-size turf field at GHS is long overdue. The 2023 NICHE School Rankings recently ranked GHS as the second-best school district for student athletes, which is an amazing accomplishment, considering the current state of their facilities. The BOE has made health and wellness a top priority for all students. It is time that the Town works in partnership to ensure that students have the best resources and facilities to enhance their character, as well as physical and mental health.

Pamela Lockard of 10 Southgate Drive, stated that the technology for artificial turf fields is new and not well-researched. Numerous NFL players have come out against them because of the increased risk and severity of injuries. Eventually, turf fields will need to be replaced and will end up in a landfill. She asked to vote against CIP money going to artificial turf fields.

3. Special Reports.

a. Report on October 1, 2022 Grand List.

Ms. Lintereur reviewed the highlights of the report. The list was signed on January 31 with an overall increase of 21%. Real estate increased by 23% while supply remained the same. The average increase in residential was 28% and the average increase in commercial/industrial was 8.6%. The swift rise in residential prices creates a shift of 3.3% of the tax burden, moving onto residential properties from commercial properties. Residential sales prices have exceeded 10% growth for two consecutive years in Glastonbury. The 14% increase in personal property was mostly due to one new business. Mr. Gullotta asked, if one's house assessment were to increase by 20%, what would the change in their tax bill be. Ms. Lintereur stated that the breakeven point is about 18-19%, when the influence of the property revaluation will largely go away. Mr. Johnson added that the presented budget would increase taxes about 1.07%. Everything else would be the result of the property revaluation.

b. Report on clinical counseling services.

Lori LaCapra is the Director of Youth and Family Services. She explained that there has been a dramatic increase in referrals for services, both through the schools and the community at large. Their current caseload is about 35 clients per clinician, with about 225 active clinical cases in the agency, and a waiting list of about 20-25 students. YFS has provided a full-time clinician at Smith School and GHS, and a part-time clinician at all the other schools. This year, they have added two full-time clinical positions: one clinician and one clinical supervisor to help with ongoing supervision of staff to navigate difficult cases.

Mr. Osgood asked if it would be better to allocate these funds to the schools and have them provide the social services. Ms. LaCapra explained that they have had that conversation. The need is so great, that schools have asked YFS to provide social services. Ms. Carroll asked if they are able to find enough clinicians to fill the spots they need. Ms. LaCapra explained that there is a shortage of mental health professionals who are interested in working in-person. They have recently hired an outreach worker in the high school. Keeping up with the waiting list is a very labor-intensive process.

Mr. Cavanna asked what the root cause of this youth mental health crisis is. Ms. LaCapra replied, it is a number of factors. There is a heightened awareness about therapy and an increased pressure to excel, often driven by social media. COVID-19 increased isolation and the inability to practice skills. The post-pandemic era has not shown a slowdown in mental health concerns. There has also been an increase in substance use. Mr. Niland asked how the student support centers at the high school are working out. Ms. LaCapra stated that there are three of them: at GHS, Gideon Welles, and Smith Middle School. They are still gathering data because it has only been a year, but the centers have been successful.

Ms. Wang asked if there is the potential to increase access to activities that would off-ramp the need for clinical services. Ms. LaCapra iterated that prevention is key, and YFS has implemented several initiatives at different levels, such as peer mediation and community giveback programs. After-school programs and programs that help develop and practice socialization skills are important. Mr. Gullotta pointed out that school staff run on a 10-month contract, whereas YFS staff run on a 12-month contract, which is good for youth because mental health does not stop in the summer. YFS's creative services program has made a difference in thousands of kids' lives, so prevention is the preferable way.

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

5. **New Business.**

a. **Action on letter to State Legislators – pending and proposed projects.**

Motion by: Ms. Carroll

Seconded by: Mr. Cavanaugh

BE IT RESOLVED, that the Glastonbury Town Council hereby approves the attached letter dated February 14, 2023 to Senator Rahman and Representatives Barry, Doucette, and Weir concerning State DOT projects in Glastonbury, as described in a report by the Town Manager dated February 10, 2023.

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Note: Letter dated February 14, 2023 attached.

Disc: Mr. McChesney hopes that this letter will result in a meeting between town officials, state representatives, and the DOT to resolve issues. Mr. Osgood worries that going to their legislators without specific comments might upset the DOT, as the Town continues negotiations with them on multiple issues. Mr. Johnson explained that the Town presented the roundabout on Buttonball Lane and Main Street, which the DOT stated they would not consider. Regarding the roundabout at New London Turnpike, they will talk to DOT staff over the next couple days. The first steps should be to talk with state representatives and get their take on it. Mr. McChesney commented that the discussions with DOT on a lot of topics just stopped. On two projects, DOT told them what they are going to do, so he is not worried about upsetting them by contacting their representatives.

Result: Motion passed {8-1-0}, with Mr. Osgood voting against.

PUBLIC HEARING:

NO. 1 ACTION ON PROPOSED AMENDMENTS TO TOWN CODE ARTICLE XVI, RESERVE FOR LAND ACQUISITION AND PRESERVATION, SECTION 2-287(A) THE TYPES OF LAND TO BE CONSIDERED FOR ACQUISITION (TABLED FROM JANUARY 24, 2023).

Motion by: Ms. Carroll

Seconded by: Mr. Cavanaugh

BE IT RESOLVED, that the Glastonbury Town Council hereby untables the motion.

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

Mr. Johnson explained that the Town Attorney has reviewed this and had a concern about the language going back retroactively. This motion is drafted for acquisitions going forward.

There were no comments from the public.

Mr. Osgood stated that they went to the voters with specific language, which was passed 2:1. He sees no reason to change the language, but if they do, then he suggested doing so prior to the next referendum. Mr. Cavanna countered that the voters knew that this was for open space and farmland preservation. He does not believe that voters ever would have anticipated the municipal use being there. He supports changing the language. Mr. Niland pointed out that this language is for acquisitions going forward, not backward, so he supports the change.

Mr. Osgood explained that the intent of the St. Paul's acquisition was to control the development of that site, not to preserve open space. If a similar type of acquisition came up now, it would not pass. Mr. Gullotta disagreed. Mr. Johnson explained that if the Council enacted the ordinance as now proposed, and there was a parcel that fell outside of that, they would allocate other resources to that purpose. Mr. McChesney was concerned that taking out the municipal uses would mean that the Town would be unable to conduct a deal like the one with St. Paul. They have received

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assurances that these changes will not prevent such deals. The other discussion was that the Council would go through the process of holding a public hearing and allocating funds to reimburse the land use fund for that land. Personally, he is comfortable with preserving this as an open space land purchase fund.

Motion by: Ms. Carroll

Seconded by: Mr. Cavanaugh

BE IT RESOLVED, that the Glastonbury Town Council hereby approves amendment to Town Code Article XVI, Reserve for Land Acquisition and Preservation, Section 2-287 (a) "The types of land to be considered for acquisition and preservation" as follows:

1. (a)(1) – delete "as outlined in the park and recreation plan of development";
2. (a)(2) – delete in entirety;
3. (a)(4) – add "and/or" between "historical" and "archeological";
4. (a)(6) – delete in entirety;

all, as described in a report by the Town Manager dated February 10, 2023 and as recommended by the Council Policy & Ordinance Review Subcommittee. Said amendment shall be effective March 13, 2023.

Result: Motion passed {8-1-0}, with Mr. Osgood voting against.

b. Action to appoint Town Manager and authorize Council Chairman to execute Employment Agreement.

Motion by: Ms. Carroll

Seconded by: Mr. Cavanaugh

BE IT RESOLVED, that the Glastonbury Town Council hereby appoints Jonathan Luiz to the position of Town Manager effective March 31, 2023 through December 31, 2026 and authorizes the Council Chairman to execute the Formal Employment Agreement for this appointment.

Disc: Mr. Niland thanked all the candidates who applied. He looks forward to Mr. Luiz starting soon. Ms. Carroll is thrilled and yet very sad that it will be the end of Mr. Johnson's exceptional tenure. Mr. McChesney agreed. Ms. Wang thanked all who engaged in the hiring process. Mr. Cavanaugh's comments will be presented at the February 28 meeting, when Mr. Luiz is presented to the public. Ms. LaChance thanked Town Staff for their help in this process. Mr. Gullotta stated that he and Mr. Johnson have known each other for over 40 years. Tonight is bittersweet.

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

6. Consent Calendar. *None*

7. Town Manager's Report.

Mr. Johnson stated that the budget workshop will be on February 28 at 6:00 P.M. The Education Workshop is scheduled for March 1. He asked whether the Council would like to start at 6:00

P.M. or 6:30 P.M. that night. The Council voted for 6:00 P.M. He then noted that the National Night Out program is scheduled for August 1 at the RCC. The next review of the Capital Program will be on February 28. The Governor's proposals for ESC and the motor vehicle grants increase. He noted that there could be a potential for a revenue cliff in FY25.

Mr. Niland asked to provide the slides that were distributed to the BOF. Mr. Johnson agreed to do so. Mr. Cavanna asked about changing the rules regarding parking of commercial vehicles on residential driveways. Mr. Johnson will provide an update at the February 28 meeting. Ms. Carroll thanked the Parks and Recreation Department for continuing to offer open gym all summer. Mr. McChesney asked if the new Library Director has been hired yet. Mr. Johnson replied yes, she starts on February 27. Mr. McChesney asked if the library can encourage inter-departmental organizations to create directed programming. Mr. Johnson explained that work is in progress to establish a cross-functional team – Library, Youth & Family Services, Recreation and Senior Services for programming at the Library and new Makerspace. Mr. McChesney asked for an update on the pollinator pathways. Mr. Johnson will ask the Rotary Club.

Mr. Cavanaugh asked if the CGS 8-30g proposal on Krieger Lane was originally withdrawn and then resubmitted. Mr. Johnson does not recall it being redrawn. He thinks that it was on hold, but he will confirm and report back. Mr. Osgood thought that it is not a permitted use because the project is not located in an industrial zone. Mr. Johnson explained that state funding has been approved. Because of that, the applicant has argued that it would supersede the opinion of the Town Attorney. They have asked the applicant's counsel to provide more information on the basis of that decision. Mr. Osgood asked what will happen if the Town does not like what their attorney says. Mr. Johnson stated that the Town Attorney will advise the Town as to what their review is.

Mr. Osgood asked if the Naubuc School project will not go out to bid until June. Mr. Johnson explained that they need the typical notwithstanding language. The BOE is hoping to get the state to sign off on the plans and acquire the notwithstanding language so that they do not have to wait until June to go out to bid. Mr. Osgood asked the BOE to provide cost estimate plans before moving forward. Mr. Gullotta asked about the use of the St. Paul's property for potential community gardens. Mr. Johnson stated that they do "brush hog" that site periodically. It is on the radar screen to become a community garden. Ms. LaChance asked when the Strawberry Moon Festival is coming back. Mr. Johnson will inquire.

8. Committee Reports.

- a. Chairman's Report.** *None*

- b. MDC.** *None*

- c. CRCOG.**

Mr. Niland explained that CRCOG discussed a new level of the Sustainable Initiative to strive for. They also discussed regionalization opportunities which would provide an opportunity to save taxpayers money. Mr. Johnson is aware of the Gold Level and explained that the Town is working towards it. He has yet to see a report confirming how the regionalization initiatives will

save money.

9. Communications.

- a. Thank you letter from Glastonbury MLK Community Initiative.**

10. Minutes.

- a. Minutes (Amended) of January 19, 2023 Special Meeting (CIP Workshop).**

Motion by: Ms. Carroll

Seconded by: Mr. Cavanaugh

Disc: Mr. Osgood stated that, on page four, the BOE Chairman is quoted as saying that the Naubuc project is out for bid, but that is incorrect. It will go out to bid this summer. Mr. McChesney countered that one cannot change what was said at the meeting. Mr. Johnson agreed.

Result: Amended minutes approved unanimously {9-0-0}.

- b. Minutes (Amended) of January 24, 2023 Special Meeting (Annual Town Meeting).**

Motion by: Ms. Carroll

Seconded by: Mr. Cavanaugh

Result: Amended minutes approved unanimously {9-0-0}.

- c. Minutes (Amended) of January 24, 2023 Regular Meeting.**

Motion by: Ms. Carroll

Seconded by: Mr. Cavanaugh

Result: Amended minutes approved unanimously {9-0-0}.

11. Appointments and Resignations.

- a. Reappointment of Geoffrey Dellenbaugh to the Historic District Commission (D-2028).**
- b. Appointment of John Langmaid as a regular member (from alternate) to the Historic District Commission (D-2028).**
- c. Reappointment of Barbara Theurkauf to the Historic District Commission (R-2028).**
- d. Reappointment of Henry von Wodtke to the Historic District Commission (R-2028).**
- e. Resignation of Matthew Saunig from the Economic Development Commission (D-2023).**
- f. Appointment of David Grady to the Historic District Commission (Alternate, D-2023)**

Motion by: Ms. Carroll

Seconded by: Mr. Cavanaugh

Result: Appointments, reappointments, and resignations all approved unanimously {9-0-0}.

12. Executive Session.

- a. Potential land acquisition.**
- b. Review of Developer Qualifications and proposals.**
- c. Draft terms and conditions – RFP Matson Hill parcel.**
- d. Personnel matter – Town Manager.**

Motion by: Ms. Carroll

Seconded by: Mr. Cavanaugh

BE IT RESOLVED, that the Glastonbury Town Council hereby enters into executive session to discuss a potential land acquisition, review of developer qualifications and proposals, draft terms and conditions - RFP Matson Hill parcel, and a personnel matter - Town Manager, at 8:47 P.M.

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

Present for the Executive Session items were council members, Mr. Tom Gullotta, Chairman, Mr. Lawrence Niland, Vice Chairman, Mr. Kurt Cavanaugh, Ms. Deborah Carroll, Mr. John Cavanna, Ms. Mary LaChance, Mr. Jake McChesney, Mr. Whit Osgood, and Ms. Jennifer Wang, with Town Manager, Richard J. Johnson.

The Executive Session ended at 9:30 P.M. No votes were taken following the Executive Session.

The meeting adjourned at 9:31 P.M.

Respectfully submitted,

Lilly Torosyan

Lilly Torosyan

Recording Clerk

Thomas Gullotta

Chairman

TOWN OF GLASTONBURY
NOTICE OF APPOINTMENT

Date: 2/24/2023

Michelle Krampitz
Town Clerk
2155 Main Street
Glastonbury, CT 06033

This is to certify that the Glastonbury Town Council, at its meeting on _____ appointed:
(Council Meeting Date)

Name: Brian Chiffer

Telephone: (860) 657-3961
(for internal use only)

Address: 41 Stonepost Road
(for internal use only)

Email: _____
(for internal use only)

to the Historic District Commission
(Board, Commission, Committee)

This appointment (check one):

Was made to fill the vacancy left by:

Name: _____ Address: _____

whose term was to expire _____
(date)

Is a Re-nomination of present appointment

Is a New appointment

Term of office: from _____ to 2025

Political affiliation: R

All elected positions (and subsequent appointments to fill a vacancy) and Ethics Commission members must be sworn in by the Town Clerk or her assistant. This includes newly elected and appointed members, as well as any member reappointed or re-elected.

Signed: Nicholas Kovacs
Town Committee Chair

Signed: _____
Council Clerk

RECEIVED
2023 FEB 24 PM 1:21
TOWN MANAGER