



Town of Glastonbury

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Jonathan K. Luiz
Town Manager

ITEM #7
04-25-2023 Meeting

April 21, 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. Memorial Day Parade

The annual Memorial Day Parade will step off at 9:00 a.m. on Monday, May 29, 2023. Assembly begins at 8:00 a.m. on Welles Street behind St. Paul's Church. In the event of inclement weather, there will be a small ceremony on Hubbard Green. In case of severe weather, a decision to cancel would be made before 8:45 a.m. the day of the event.

2. ARPA Small Business Assistance Grant

Attached is an update of the 23 businesses in Glastonbury that were each awarded with a \$5,000 grant through the Small Business Assistance Grant Program funded through American Rescue Plan Act (ARPA) monies.

3. 2023 Road Work

At the recommendation of the Town Engineer, and in accordance with appropriations in the adopted Fiscal Year 2023 budget, the following 20 Town roads are scheduled to be improved this summer using the pavement reclamation/new pave methodology:

Bunker Hill Road
Cavan Lane
Crestdale Road
East Opal Drive (from Deerfield to end)
Fairview Terrace
Glenwood Road
Grindle Brook Road
Naubuc Avenue (Main to Pratt Street)
Old Musket Road
Opal Drive (not including East Opal Drive)
Orchard Street (Hebron Avenue to Chase Hollow Lane)
Skyview Drive
Strickland Street (Treat Road to Sand Hill Lane)
Sulky Lane
Tall Timbers Drive
Tara Lane
Timrod Trail
Towhee Lane
Vista Lane
Woodhaven Road (upper, east of Natchaug Drive)

In addition, the Town plans to use the traditional mill and overlay treatment on Naubuc Avenue. As in past years, much of the preparatory and restoration work will be completed by Town Highway Division staff with the reclamation and asphalt paving completed by a private contractor.

4. Main Street Reconstruction Project

The Town Engineer has provided an update on this project, which is being designed in-house and funded with a State LOTCIP grant. Engineering staff is currently addressing design comments received from CRCOG following submittal of our 90% level design plans. Over the next few weeks, Town staff intends to complete 100% level design plans and submit them to the State DOT for final approval. The question has arisen as to whether or not this project should be delayed in consideration of a possible future development project in the area of Main/Hebron. The Town Engineer reports that the Glastonbury Development team is reasonably certain that the Town should not delay the project since the Town has the ability to accommodate future utility connections to the development without adversely impacting the new pavement and other amenities associated with the Town reconstruction project. However, the Town Engineer has decided to hold off on moving ahead with construction until he reviews a traffic impact report from the developers of the Main/Hebron project. In the event the report requires roadway and intersection improvements, then the Town's reconstruction project would be delayed until after such improvements are made.

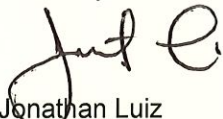
5. Meeting with School and Town Staff

On my second day of employment in Glastonbury, I met with Superintendent of Schools Dr. Bookman for the purpose of introducing myself, gaining a better understanding of the areas that the Town and School District collaborate on, and expressing my intent to form a strong working relationship with him. I felt it was a cordial, productive meeting. With respect to Town of Glastonbury staff, I have met at least once with each staff member that reports directly to me. In addition, the Director of Finance and Administration Services and I have met together with the staff that report directly to her (Accounting, Town Clerk, Assessor, IT Director, Tax Collector). My meetings with Town staff have helped me gain a better understanding of our departments, including pending projects, challenges and successes. In addition, I have visited several departments in Town and made a point to say hello to every staff member that I see.

6. Participation at Community Events

I recently attended the Fire Department's Annual Awards Dinner Event and a promotional ceremony for police officers. In addition, I have plans to attend several events on Saturday, April 22nd, including the Youth Fishing Derby, Earth Day Fair, Drug Take-Back Event, and the Parks and Recreation Department's Pooch Prom. Participating in these events have allowed me to meet Glastonbury residents, experience first-hand the various services and programs that the Town provides, and have fun.

Sincerely,



Jonathan Luiz
Glastonbury Town Manager

RJJ/sal
Attachments

**ARPA Small Business Assistance Grant Program
Status Report - April 17, 2023**

As of this writing, the Town of Glastonbury awarded the following 23 businesses with a \$5,000 grant through the Small Business Assistance Program (SBAP), funded through ARPA monies (\$115,000 allocation):

1. Coe Bancroft (DBA State Farm Agent Coe Bancroft) - Insurance
2. Cotton Hollow Kitchen - Restaurant
3. Fuller Yoga Pilates and Massage - Fitness
4. Glastonbury Carpet Workshop, LLC - Retail
5. Glastonbury Orthodontics – Medical/Dental
6. Harpers Invitations – Events/Entertainment
7. Historical Society of Glastonbury - Nonprofit
8. Hopewell Health Solutions – Professional Services (mental health)
9. Irish American Home Society – Events/Entertainment
10. Jet Airtransport Exchange Inc. (DBA JAX FAX Travel Marketing) – Media/Advertising
11. Kerger Strength and Conditioning LLC (DBA CrossFit 033) - Fitness
12. Lion’s Share Family Services - Transportation
13. Liquid Nirvana - Restaurant
14. Main Street Office Center, LLC – Professional Services
15. Matthew Hallisey Government Affairs, LLC
16. Nayaug Family Dental – Medical/Dental
17. Paul Cicchetti Electrical Contractors – Specialized Trade/Construction
18. Riverbend Book Shop - Retail
19. Sound Goods – Events/Entertainment
20. Textures Styling Salon - Salon
21. The Excaliber Agency – Professional Services (Financial)
22. The Print House, LLC – Professional Services
23. Thoughtventions Unlimited, LLC – R&D/Manufacturing

Per the program agreement, signed by both the Town and all grant recipients, awardees are required to provide the Town with documentation demonstrating that grant funds were spent as noted in their applications (Exhibit A) and within the program criteria. To date, the Town has received such documentation as follows:

- **11 businesses** have provided suitable documentation. See next page for how funds were allocated.
- **8 awardees** are in the process of expending funds and will provide documentation over coming months
- **4 businesses** have yet to respond to our requests for documentation. Project team will continue to follow up over coming days/weeks to identify the status of their projects and to determine a timeline regarding when we can expect the required documentation.

Awardee	How funds were allocated
Glastonbury Carpet Workshop, LLC	Advertising through radio and local publications – e.g. the Glastonbury Citizen newspaper and Journal Inquirer. Total investment \$7,312.20
Glastonbury Orthodontics	Various marketing efforts, including “Marketing kits”: \$637.84, tote bags: \$417.42, t-shirts: \$954.04. Funds also allocated towards salary of new assistant/receptionist position paid at \$18/hour. Letter of employment provided as proof of documentation, along with receipts for marketing expenditures.
Hopewell Health Solutions	This business had to transition to virtual counseling (mental health services) due to the pandemic, and grants funds were used for Zoom and Therapy software bills
Irish American Home Society	This company uses their basement bar/room for private event rentals. Funds were spent on necessary electrical work – e.g. upgraded lighting, storage, etc. – to continue to accommodate rentals/revenue source.
Jet Aitransport Exchange Inc. DBA JAX FAX Travel Marketing	JAX engaged a sales & marketing firm (Globe Travel Media), specializing in the travel industry. They began their campaign in February and are paying a retainer of \$2500/month for marketing activities. According to the grantee, they “have already closed some business with multiple accounts in the pipeline thanks to this investment.” (as of 4/7/2023)
Kerger Strength and Conditioning LLC, DBA CrossFit 033	Purchased various equipment for their business (equipment and operating expenses) – specifically kettle balls, plates, sandbags, medicine balls, dumbbells, etc. investment totaling \$5,335.
Lion's Share Family Services	Marketing – including promotional flyer, new laptop, advertising agreement with Lifestyle publications
Nayaug Family Dental	Marketing campaign - includes printed mailers for households - have receipts from 3 months of campaign (total investment of \$27K)
Paul Cicchetti Electrical Contractors	Funds used for: Payroll (\$1,000) - specifically hiring a new electrician; Rent (\$3,000); and Utilities (\$1,000) - both gas and electric heat for warehouse/office space
Textures Styling Salon	Grant monies used for rent.
Thoughtventions Unlimited LLC	Rent, electric bills, and operating supplies funded by grant monies