



# Town of Glastonbury

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ITEM #7  
09-26-2023 Meeting

Jonathan K. Luiz  
Town Manager

September 22, 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. Local Prevention Council Grant – Parks and Recreation**

The CT Department of Mental Health and Addiction Services (DMHAS), in collaboration with the Regional Behavioral Health Action Organizations, annually funds over 150 community-based Local Prevention Councils. These community-based coalitions build local capacity to plan and implement substance use/misuse prevention strategies to reduce problem behaviors and associated negative outcomes for all ages. GCAP (Glastonbury's LPC) in collaboration with Parks and Recreation and Youth and Family Services has submitted an application for funding in the amount of \$5,662.90 (the maximum allowed) which will assist in funding various initiatives to include Diversion Groups, Vaping Education, Retailer Trainings, Middle School Coffeehouse, Health Fair, Retailer Compliance Checks, Party Patrols and Alcohol Server and Seller Training.

**2. Summer Enrichment Grant – Parks and Recreation**

The Glastonbury Parks and Recreation Department has been awarded a state grant that will benefit Camp Sunrise. Specifically, it will expand camp initiatives, provide scholarships, purchase supplies and allow for enhanced staffing levels. Grant funding is \$37,496 for the Summer 2023 and \$37,496 for Summer 2024. Camp Sunrise is a special needs camp held at Smith Middle school that serves children ages 3-21 years old with varying needs. Over 90 families benefitted from the program in summer, 2023. The program also provides volunteer opportunities for over 80 high school students.

**3. Sewer Rate Fees**

The Glastonbury Water Pollution Control Authority (WPCA) has recommended the Town's sewer use rate be increased 3% from \$3.30/ccf to \$3.40/ccf for the upcoming November billing. A public hearing on the proposed increase is set for October 11, 2023 during a regular meeting of the WPCA. The public hearing will be advertised in the Glastonbury Citizen. It is anticipated that after public comment, the WPCA will finalize rates with a vote. The proposed \$.10/ccf increase equates to a \$14.00 increase annually for the average unmetered well user, from \$462 to \$476, based on 140 ccf. Minimum bills were proposed to increase from \$60 to \$75, and Special Meter Fees proposed from \$20 to \$30. These two charges have not increased since 2009. The main drivers for the proposed increase are electricity costs and diesel fuel costs. Specifically, there is a 20% increase in electricity supply rates this year, and a 30.5% increase in sludge transportation and disposal costs throughout our 5-year contract ending in Fiscal Year 2027. Attached, you will find further information about the proposed increase, the need for the increase, and how Glastonbury's rates compare to towns in the area.

**4. Town-Wide Tag Sale**

Due to the inclement weather forecast this weekend, Parks and Recreation rescheduled the Town-Wide Tag Sale to Saturday, October 21<sup>st</sup> (rain date is Sunday, October 22<sup>nd</sup>).

**5. Police Officer Laura Caruso Appointed as Agent**

Following a competitive process that featured a written exam and oral interview panel, Police Officer Laura Caruso has been promoted to the position of Agent. The following is information about the Agent position.

- The Police Department currently staffs seven Agent positions: six assigned to the Patrol Division, and one assigned to the Investigations Division (the role of a supervisor at any high profile or involved investigation).
- The Agent role is commonly referred to as a Corporal in other Police Departments.
- Each patrol shift has two Agents assigned. In the absence of the Sergeant, the agents take on the responsibility of supervising the shift.
- In the role of a Shift Commander, the Agent supervises a shift of Police Officers, responds to high profile or required case investigations, assists with scheduling and filling overtime, and also contributes to the writing of evaluations.
- The Agent reviews reports for accuracy, approves warrant applications and addresses subpar performance.
- When a Sergeant is working, the Agent on shifts will respond to incidents and take incident command of a situation prior to the Sergeant arriving.
- The Agent Position is an excellent indoctrination into the area of Police Supervision prior to embarking on the Sergeant Position.

**6. Town Employees Receive Training on the State's Freedom of Information Act**

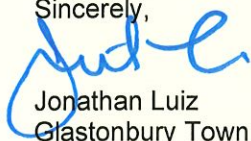
On Friday, August 18th, the State of Connecticut Freedom of Information Commission's Russell Blair conducted a Freedom of Information workshop in the Town Hall for the benefit of Glastonbury Town employees. All Department Directors and Division Managers were required to attend or watch the video recording. In addition, supervisors were encouraged to invite departmental employees that would benefit from the training. While previous Freedom of Information workshops held in Glastonbury were focused on the responsibilities of boards and commissions, the workshop held in August focused on the obligations of municipal employees.

**7. State Project No. 0053-0196, Route 2 Eastbound Lane Modifications from Exit 6 to Exit 8**

The State of Connecticut Department of Transportation held a virtual public information meeting on September 13th on the subject of proposed Route 2 Eastbound Lane Modifications from Exit 6 to Exit 8, which is anticipated to begin in the spring of 2025 and would be funded with 80% federal funds and 20% state funds. The meeting was recorded and is available on the Town's website or by typing this URL into your browser:

<https://www.youtube.com/watch?v=cNQsifHHC9U&list=PLay2HBR2uAlwy1Qa40wj5wR11lw2uj3o&index=2>

Sincerely,



Jonathan Luiz  
Glastonbury Town Manager

JL/sal  
Attachments

**2023 Sewer Use Billing Adjustments**

CCFs	\$3.30 to \$3.40
Non-metered Well	\$462.00 to \$476.00 (\$14.00 adjustment, \$1.17 per month increase)
Minimum Bill	\$60.00 to \$75.00 (first adjustment since 2009- 14 years-\$1.25 per month increase)
Special Meter Fee	\$20.00 to \$30.00 (first adjustment since 2009- 14 years-\$.83 per month increase)

**MEMORANDUM**  
**Sanitation/Water Pollution Control**

September 13, 2023

To: Sewer Use Sub-Committee  
From: Mike Manfre, Superintendent of Sanitation  
Re: Sewer Use Subcommittee Financial Considerations

In addition to the Financial Statement from Finance Director Keri Rowley, I have additional short-to-medium term financial considerations to add to the Sewer Use Rate discussion.

**1. Sludge Hauling Costs;**

The 5-year bid with Wastewater Services, Inc. from FY23 to FY27 increases 30.5% during the term. 2,668,500 gallons were hauled in FY23.

**FY23 - \$314,883**

**FY24 - \$330,894**

**FY25 - \$352,242**

**FY26 - \$384,264**

**FY27 - \$410,949**

**2. Parker Terrace Pump Station;**

The Capital Improvement Program and 2017 Sanitary Sewer Master Plan calls for \$5,100,000 for a complete pump station replacement. Design planning is currently being done by Weston & Sampson. After this station is complete, we are in very good shape regarding pump stations.

**3. Future Sewer Re-lining;**

The 2017 Sanitary Master Plan studied the entire 542,444 linear feet of sewer in town. 7%, or 37,971 linear feet were identified as "High Criticality", meaning that it is Vitrified Clay (VC) pipe installed in the 1960's. Current prices to re-line 6" to 8" sewer pipe is \$50/foot, or \$1,898,550 "today" dollars.

**Sewer Use Considerations;**

1. Every \$0.05 increase per CCF equals approximately \$50,000 revenue increase.
2. Special Meter Surcharges have been \$20 since 2019. Currently there are 1,384 Special Meters.

$$\$20 * 1,384 = \$27,680$$

$$\$25 * 1,384 = \$34,600$$

$$\$30 * 1,384 = \$41,520$$

3. \$60 Minimum Bill has not increased since 2009. This year there were 345 Minimum Bills.

$$\$60 * 345 = \$20,700$$

$$\$65 * 345 = \$22,425$$

$$\$70 * 345 = \$24,150$$

See 2023 Sewer Use Rate Survey for surrounding town comparisons.

2023 - Sewer Use Rate Survey Comparison  
 Similar and Surrounding Municipalities  
 August 30, 2023

	Billing Cycle	Total Accounts	Rate in CCF	140 CCF Annual Cost**	Minimum Bill	Last Rate Change	Deduction Meter Program	Comments:
Derby	Bi-Annual	4,065	\$5.98	\$837	\$275	2019	Hybrid Summer Quarter not billed	\$275.00 "Capital Fee" Annually + Usage
East Hampton	Annual	9,250	Flat Rate	\$520	\$520	2021	N/A	Flat Rate
Enfield	Quarterly	15,404	CCF, \$4.03 thereafter	\$684	\$156	2020	Yes	\$156 Annual base charge for 5/8" service
Farmington	Annual	9,743	Flat Rate	\$336	\$336	2022	N/A	
Glastonbury	Annual	5,853	\$3.30	\$462	\$60	2022	Yes	\$60. Minimum bill not increased since 2009
Manchester	Quarterly	14,400	\$6.24	\$874	-	2022	N/A	including wells
Plainville	Bi-Annual	5,500	\$6.87	\$962	\$416	2021	N/A	
Portland	Quarterly	1,526	\$7.02	\$983	\$180	2021	N/A	
Seymour	Bi-Annual	3,869	\$6.72	\$941	\$161	2020	N/A	Minimum \$161.00
Simsbury	Annual	4,626	\$4.86	\$680	\$375	2022	Hybrid Summer Quarter not billed	
South Windsor	Annual	8,330	Flat Rate	\$460	\$460	2021	N/A	Income based discounts offered
Vernon	Bi-Annual	18,250	\$4.56	\$638	\$60.50	2023	N/A	
Windsor Locks	Annual	5,065	\$5.09	\$713	\$204	2018	N/A	
Average				\$5.63	\$699.20	\$266.96		

\*\*Projected Annual Cost based on 140 ccf consumption per survey

~Glastonbury average sewer use bill based on 140ccf/year

\*~Average MDC residential water customer utilized 10.87 ccf/month (130.44ccf/yr)

~CCF = Hundred Cubic Feet = 748 Gallons

~CF = Cubic Feet = 7.48 gallons

MEMORANDUM  
Sanitation/Water Pollution Control  
August 30, 2023

To: Water Pollution Control Authority - Sewer Use Sub-Committee  
From: Mike Manfre, Superintendent of Sanitation  
Re: Sewer Use Rate History

The following provides a summary of Sewer use rates over the last 15 years. This is for your information only.

Year	Operations	Capital Fund	Sewer Use chg/ccfs	Minimum Bill	Well Charge	Special Meter
2008	\$1.47	\$0.65	\$2.12	\$55.00	\$296.80	\$15.00
2009	\$1.76	\$0.60	\$2.36	\$60.00	\$330.40	\$20.00
2010	\$2.63	\$0.00	\$2.63	\$60.00	\$368.20	\$20.00
2011	\$2.75	\$0.00	\$2.75	\$60.00	\$385.00	\$20.00
2012	\$2.85	\$0.00	\$2.85	\$60.00	\$399.00	\$20.00
2013	\$2.85	\$0.00	\$2.85	\$60.00	\$399.00	\$20.00
2014	\$2.85	\$0.00	\$2.85	\$60.00	\$399.00	\$20.00
2015	\$2.95	\$0.00	\$2.95	\$60.00	\$413.00	\$20.00
2016	\$2.95	\$0.00	\$2.95	\$60.00	\$413.00	\$20.00
2017	\$3.05	\$0.00	\$3.05	\$60.00	\$427.00	\$20.00
2018	\$3.05	\$0.00	\$3.05	\$60.00	\$427.00	\$20.00
2019	\$3.15	\$0.00	\$3.15	\$60.00	\$441.00	\$20.00
2020	\$3.15	\$0.00	\$3.15	\$60.00	\$441.00	\$20.00
2021	\$3.25	\$0.00	\$3.25	\$60.00	\$455.00	\$20.00
2022	\$3.30	\$0.00	\$3.30	\$60.00	\$462.00	\$20.00

% Solids	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	Gal. Multiplier	5 Year Total Sludge Cost (C.D.E)
	Cost/Gal. 7/22 - 6/23	Cost/Gal. 7/23 - 6/24	Cost/Gal. 7/24 - 6/25	Cost/Gal. 7/25 - 6/26	Cost/Gal. 7/26 - 6/27		
A. 3.0 - 3.9%	\$ .09	\$ .095	\$ .10	\$ .108	\$ .115		
B. 4.0 - 4.9%	\$ .10	\$ .105	\$ .111	\$ .121	\$ .127		
C. 5.0 - 5.9%	\$ .108	\$ .113	\$ .121	\$ .132	\$ .141		
D. 6.0 - 6.9%	\$ .118	\$ .124	\$ .132	\$ .144	\$ .154		
E. 7.0 - 7.9%	\$ .128	\$ .133	\$ .143	\$ .156	\$ .167		
C,D&E Avg/Yr	\$ .118	\$ .123	\$ .132	\$ .144	\$ .154		
F. 8.0 - 8.9%	\$ .14	\$ .145	\$ .155	\$ .17	\$ .182		
G. 9.0 - 9.9%	\$ .15	\$ .155	\$ .166	\$ .183	\$ .20		
						2,766,000	\$ 1,855,986.00

Eastbury Septage	Cost/Gal. 7/22 - 6/23	Cost/Gal. 7/23 - 6/24	Cost/Gal. 7/24 - 6/25	Cost/Gal. 7/25 - 6/26	Cost/Gal. 7/26 - 6/27	Gal. Multiplier	5 year Total Septage Cost
A. Septage	\$ .04	\$ .042	\$ .044	\$ .046	\$ .048	768,000	\$ 168,960.00

- Bidders shall enter unit costs for line items A through H
- Sludge calculation:** The unit costs for items C,D,E shall then be averaged by year to determine the average unit cost by year. The average unit cost by year shall then be totaled to determine the 5 year average unit cost to be used for sludge calculation. The 5 year average unit cost shall be multiplied by gallon multiplier to determine 5 Year Total Sludge Cost (based upon line items C,D,E).
- Septage calculation:** The unit costs for item H shall be averaged to determine the 5 year average unit cost to be used in septage calculation. The 5 year average unit cost shall be multiplied by gallon multiplier to determine the 5 Year Total Septage cost.
- The sum of both 5 year totals (sludge & septage) shall equal total bid amount.
- Unit costs shall include the total cost to the Town. The Town shall not be assessed additional fees.
- Gal. multiplier derived from statistical data item 3.3, FY 21\_22 monthly avg. x 12, rounded to nearest thousand.

Sludge & Septage Total Costs \$ 2,024,946.00  
(Numeric Total Bid Amount)

*Steve Miller, Twenty Four Thousand Nine Hundred Sixty Six Dollars* /100  
(Sludge and Septage Total costs Written Total Bid Amount)

Bidder's Company Name Waste Water Services Inc.

*James Bond*

0.036 DIFF

30.5% INCREASE  
5 YEAR