

**GLASTONBURY TOWN COUNCIL
REGULAR MEETING MINUTES
TUESDAY, OCTOBER 24, 2023**

The Glastonbury Town Council with Town Manager, Jonathan Luiz, 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 State Representative Jill Barry

2. Public Comment

David Pirie of 114 Crystal Ridge Road said that he has lived at the address for 15 years, loves the area and has great neighbors. He noted that the area has gotten out of control with an increase in crime and drinking in public. Mr. Pirie asked the Council to do something about this. He stated that more police presence in the area would go a long way. He explained that there are not enough patrol cars in the area. Mr. Pirie noted that the area has gotten to be dangerous and he has had to speak with his daughter about what to do if someone follows her into the driveway. He asked the Town to take action to keep the residents safe.

Michael Paternoster of 48 Chatham Hill Road noted that he has called the police several times about his gate being blocked in the Beacon Woods Lane area. He explained that the area has a narrow entrance and cars parked along the side prevent him from moving trailer trucks. Mr. Paternoster noted that he called the police again and was told it was not a posted area and nothing can be done. He explained that the Crystal Ridge Road neighborhood had tried to petition for “No Parking” signs on their street, but were not successful. Mr. Paternoster stated that the police need to be given the tools they need to help the neighborhood. Mr. Paternoster said that a neighbor had to chase out someone who entered their garage. He noted that the police coded this as “suspicious activity.” Mr. Paternoster explained that, on the police side, playing around with the codes brings the level of response down. He remarked that the police should call it what it is, burglary.

Laurie Paternoster of 48 Chatham Hill Road Glastonbury stated that she was before the Council a few years ago to address the issue of crime. She stated that crime has gotten way worse. Mrs. Paternoster said that she was told by multiple people to put her car in the garage and not leave it in the driveway. She said she was told to put a coded lock on the garage. Ms. Paternoster said she also installed cameras. She said

that the other day at noon, a guy with a ski mask broke into a garage across the street. Mrs. Paternoster noted that it was fortunate that she was not at home and asked the Town to do something about the crime. She explained that they had enough with the crime and asked the Town to take action to protect the residents.

Barbara Morrissey of 55 Accornero Lane stated that on June 30th, her son's car was broken into and added that his wallet was also stolen. Police informed them that the emptied wallet was found inside an abandoned stolen car in Hartford. She noted that, a few weeks ago, a car with tinted windows was stopping at every house in her neighborhood. Ms. Morrissey said that it is clear the people in the tinted car were casing out houses and garages to break into and added that this is happening to all of the residents. She stated that she is afraid to let her grandchildren play outside and added that that, given the taxes they pay, something has to be done to protect the residents. Ms. Morrissey stated that she is mad and fed up with the crime.

Cheryl Lagasse of 591 Matson Hill Road stated that she also spoke before the Council to address the issue of crime. She noted that there has been an increase in crime, and it is not in the news. Ms. Lagasse explained that neighbors share Ring videos and talk about the increased crime. She stated that she was at home when the guy with the ski mask went into the garage. Ms. Lagasse noted that she looked up the police blotter information for the incident on Chatham Hill Road and it was marked as "suspicious." She stated that this is a home invasion, breaking and entering. Ms. Lagasse asked the Town Manager and the Chief of Police to get back to them about why the incident was labeled "suspicious." She noted that more has to be done about the increasing crime in Glastonbury. She said that there were so many incidents last week and this weekend. Ms. Lagasse noted that there are not enough police at night and added that more law enforcement is needed. She stated that the crime is getting out of control.

Heidi Gleixner of 65 Chatham Hill Road noted that she lived in Glastonbury for 27 years. She said that crime has gone up and it is disappointing that they reached a point where they cannot mow the lawn without closing the garage. Ms. Gleixner remarked that she could have moved out of state but chose to stay in Glastonbury because of her kids and grandkids. She asked the Town to do something about the crime. She suggested putting in fake readers because perpetrators do not know what is real and not real. Ms. Gleixner asked the Town to take action.

Dana Ierardi of 50 Hubbard Street stated that he is concerned about the lack of buffer in the newly approved 30-unit development at 38 Hubbard Street. He noted that the developers discussed putting in an 8-foot fence and planting bushes on his property. Mr. Ierardi stated that he does not want anything planted on his property. He also noted that he is concerned about the construction hours and the noise and asked if measures will be taken to prevent debris and dust from blowing into neighboring properties. Mr. Ierardi reiterated that his main concern is the buffer and asked the Council to help.

Kevin Dougherty of 743 Matson Hill Road agreed with the other comments about the increase in crime. He asked the Town to take action. Mr. Dougherty noted that the Town should allocate resources and stated that license plate readers are a start. He stated that people come into neighborhoods with stolen cars and leave with stolen cars. Mr. Dougherty remarked that children should not worry about someone coming into their neighborhood to steal something.

Ginny Kim of 169 Lakewood Road remarked that the increase in crime is awful. She noted that she is a long-time resident of Glastonbury and feels that some people question her belonging. She asked the Council to lead by example and added that diverse points of view lead to better decisions. Ms. Kim encouraged the Council to lead with respectful dialogue to ensure that everyone feels like they belong. She remarked that she loves this Town and added that they are all in this together.

Leonard Factor of 52 Hubbard Street stated that he has not been contacted by the developer of 38 Hubbard street about an acceptable border. Mr. Factor stated that he wants to make sure the developer puts in a fence. He stated that the neighborhood residents would like to meet with the developer before construction starts. Mr. Factor remarked that he did not know about the crime problem in South Glastonbury. He explained that, at his current property, there have been 5 incidents, 4 of them documented by the police. Mr. Factor explained that he has called the police about vandalism and theft. Mr. Factor stated that he has locked doors, locked garages, and even put up 8 cameras. He stated that he has spoken to the Housing Authority director and asked him to put in cameras. Mr. Factor remarked that he hopes something is done to protect the residents.

Melissa Morin of 102 Chatham Hill Road noted that there is an increase in crime and added that there were issues of crime at their previous Main Street residence as well. Ms. Morin stated that her kids are afraid to be left at home because of the increase in crime. Ms. Morin noted that their car was stolen in front of them in broad daylight at the Main Street residence. She stated there have been complaints to the police about a house under construction which is a known party house with drug activity and shootings. Ms. Morin stated that they do not want to come back to the Council in 2 years and address the increase in crime again. She stated that the system is broken and explained that the police department is full of wonderful people who need more resources. Ms. Morin asked the Council to include this on the next agenda and stated that more neighbors will come. She stated that the residents want a solution to the crime and asked the Council to come up with a solution and resolutions.

Written Comment:

Jeffrey Wihby of 1125 Chestnut Hill Road (submitted the following) Dear Town Council Members, I am writing to advocate for increased planning and expenditures in South Glastonbury, CT, specifically related to the expansion and maintenance of our sidewalks. As a 20+ year resident and a concerned member of our community, I believe that investing in our pedestrian infrastructure is a fundamental step toward creating a safer and more vibrant South Glastonbury. South Glastonbury is a unique and beautiful part of our town. However, the lack of accessible and well-maintained sidewalks has become a pressing concern, especially on New London Turnpike and Chestnut Hill Road. There continues to be a disconnected and poorly planned hodgepodge of sidewalks there. There needs to be a continuous sidewalk between Hebron Avenue and Country Club Road along New London Turnpike and a continuous sidewalk between Main Street and New London Turnpike along Chestnut Hill Road. These are main roads that connect large segments of our citizens, This issue affects the safety and quality of life for our residents and visitors, and it is time to address it comprehensively. Here are a few reasons why we need to prioritize sidewalk planning and expenditures: 1. Safety: Safe sidewalks are essential for pedestrians, including children, seniors, and people with disabilities. Currently, many areas lack proper sidewalks, forcing individuals to walk on the road, which poses serious safety risks. 2. Health and Well-being: Encouraging walking and outdoor activities contributes to healthier lifestyles. Improved sidewalks would make it easier for people to engage in physical activities and enjoy our scenic environment. 3. Community Connection: Sidewalks promote a sense of community by enabling residents to interact more easily, supporting local events, and enhancing our neighborhood's unity. I urge the Glastonbury Town Council to allocate resources for the planning, expansion, and maintenance of sidewalks in our community.

3. Special Reports.

(a) Interval House (Domestic Violence Organization) Presentation

State Representative Jill Barry noted that October is domestic violence awareness month and stated that Glastonbury is not spared from domestic violence because it happens in every zip code. She stated that it is a great honor to introduce her dear friend, Mary Jane Foster, President and CEO of Interval House. Ms. Barry stated that they are in this together to save lives.

Mary-Jane Foster, President and CEO of Interval House, thanked the Town for the generous grant of \$7500. She noted that Interval House is the largest of 18 agencies in the State that helps victims of domestic violence. Ms. Foster noted that they work with 24 towns and cities in the Hartford region. She noted that their 10 advocates have helped 4500 victims in court. Ms. Foster stated that they have a 24/7 hotline, which is free and confidential. She explained that many people call asking for information on partner abuse. Ms. Foster stated 5700 calls and follow up calls are done by the staff on average each year. She noted that they have a 25-bed safe house and tonight there are 15 women and 22 children there. Ms. Foster stated that last year they have provided meals for 29,000 people in need. She noted that they offer community education and outreach. Ms. Foster explained that they are expanding on the outreach component and have hired a community convener and director of community programs. She noted that they are happy to speak on the issue and shed light on this to help end the cycle of violence. Ms. Foster stated that they do not charge speaking fees and have spoken at places of worship, rotary clubs, civic organizations, schools, places of work, and other community places. She stated that they have helped 101 victims in Glastonbury. Ms. Foster noted that the Town is getting a tremendous return on the grant. She provided additional statistics on helping victims from different towns and cities in the Hartford area. Ms. Foster thanked the Town for their support and said she is happy to answer any questions.

Ms. LaChance thanked Ms. Foster for the work that Interval House does and noted that a young family member had a situation with partner violence. Ms. LaChance noted that people from all age levels are affected and asked how Interval House gets the word out about their services. Ms. Foster noted that tomorrow they are having a 7:30 a.m. breakfast event. She explained that their outreach is also focused on breaking the cycle of violence and working with children. Ms. Foster noted that the CDC has done studies on children who experience violence and the research indicates that the cycle will repeat. She suggested talking with children about what a healthy relationship is and added there is shame and guilt associated with being a victim. Ms. Foster reiterated that they are willing to speak on the issue. She noted that they appreciate the grant and will need more money again next year to keep helping victims and to break the cycle.

Mr. McChesney thanked Ms. Foster for the work that Interval House does. He noted that he was a former prosecutor and recognizes that the work is very difficult and very important, especially working with children. Mr. McChesney asked about the court services they provide for victims. Ms. Foster explained that they have 10 advocates to help with the court. She noted that Hartford has the highest number in the state, followed by Bridgeport, and Manchester coming in third. Ms. Foster explained that a large percent of court cases are domestic assault cases. Ms. Foster noted that the advocates help the victims navigate the court process and make sure they are fully aware of their rights. Mr. McChesney remarked that domestic cases are hard to prosecute and thanked Ms. Foster for the important work that Interval House does. Mr. McChesney noted that he is happy that they were able to support and will support again next time.

Chairman Gullotta provided the public with an update. He noted that the Council will ask the Town Manager to reach out to the office of Community Development for the residents concerned about the 38 Hubbard Street development to get an update on what is happening. Chairman Gullotta noted that the Council will ask the Town Manager to continue discussions with the Police Chief. He noted that several

members of the Council have heard the residents, and have heard them again officially tonight. Chairman Gullotta explained that, the next time the Council meets, it will be a new Council. He noted that they will make sure the issue of crime is included on the agenda and scheduled for the first official meeting of the new council. Chairman Gullotta directed the Council back to the Interval House discussion.

Ms. Carroll thanked Ms. Foster for the work that Interval House does. She asked about volunteer opportunities and donations. Ms. Foster noted that volunteering is not an easy task and explained that volunteers must be certified and supervised. She stated that gift cards and safe house supplies, which are always needed, can be donated via Amazon wish list. The information can be found on intervalhousect.org. Ms. Foster explained that the Amazon wish list is updated weekly and lists items, such as diapers and other supplies. She noted that they also accept cash donations.

Mr. Niland thanked Ms. Foster for the work that Interval House does. He asked what more they can do beyond financial support. Ms. Foster explained that prevention is key and is needed to break the intergenerational cycle of violence. She explained that they have to reach out to kids and speak to them. She reiterated that they do not charge a fee to speak and are happy to raise awareness and shine a light on domestic abuse.

Chairman Gullotta thanked Ms. Foster for coming in to speak. Ms. Foster thanked the Council and distributed informational material.

(b) Water Pollution Control Facility Dike Report

Mr. Luiz provided an overview of the report that was included in the packet. He noted that the report captures the history and improvements that were made.

4. Old Business.

(a) Discussion and possible action on a Cooperation Agreement between the Town, the Glastonbury Housing Authority, and the Glastonbury Assisted Housing, Nonprofit, Inc. – 55 Nye Road.

Motion by: Ms. Carroll

Seconded by: Mr. Cavanaugh

BE IT RESOLVED, that the Glastonbury Town Council hereby authorizes the Town Manager to execute a Cooperation Agreement with the Housing Authority of the Town of Glastonbury, and the Glastonbury Assisted Housing, Nonprofit, Inc. regarding 55 Nye Road, as described in a report by the Town Manager dated October 20, 2023.”

Discussion:

Mr. Luiz noted that the document in the packet reflects changes recommended by the Town Attorney. He said that the changes are not major, with a few lines updated, as well as updates to the question and answer page. Mr. Luiz noted that Mr. Griffin is here to answer any questions. Mr. Osgood asked for a summary of the major changes that the Council should be aware of. Mr. Luiz cited the new language on page 2, noting 5 percent. He noted that he cannot think of any other major changes. Mr. Griffin explained that the percentage was excluded from the first document and added later. Mr. Osgood asked if this amount is typical of other housing authorities. Mr. Griffin explained that there are 2 different percentages, 10 percent

is for properties that have a lower tenant payment. He explained that Center Village was converted from an unsubsidized elderly property to a tax credit program, like Nye Road. Mr. Griffin noted that the Council passed a resolution to lower it from 10 percent to 5 percent because of the higher revenue costs. Mr. Luiz noted that the contract itself now has a firm 5 percent and explained that the previously submitted backup documents provided information on what a 5 percent and 10 percent yield would be. Ms. Wang wanted to confirm that the current definition of shelter rent subtracts the cost of utilities. She asked if it was typical for the Housing Authority to pay the utilities or whether the tenants were expected to pay. Mr. Griffin responded that it is a mixed bag and explained that, in cases when tenants pay, they get a utility allowance. Ms. Wang asked about the utility payment for Nye Road. Mr. Griffin responded that it is very likely that the tenants will pay for the utilities.

Result: Motion passed unanimously (9-0-0).

5. New Business

(a) Renewal of Ground Lease with the Historical Society of Glastonbury, Inc. – Welles Tavern, 2400 Main Street.

Motion by: Ms. Carroll

Seconded by: Mr. Cavanaugh

BE IT RESOLVED, that the Glastonbury Town Council hereby authorizes the Town Manager to extend the existing Ground Lease between the Town and the Historical Society of Glastonbury for siting of the Welles Tavern through October 31, 2044, as described in a report dated October 20, 2023.

Discussion:

Mr. Luiz explained that there was some back and forth about a 20-year lease or a 30-year lease. He noted that a copy of the current lease is attached in the packet. Mr. Luiz stated that his recommendation would be for a 20-year lease. Ms. Carroll noted that she is employed by one of the businesses and would recuse herself from the vote. Mr. Cavanaugh asked if the motion is for a 20 or 30-year lease. Chairman Gullotta responded 20. Mr. Osgood asked if the lease includes a provision for extension. Mr. Luiz noted that they have not worked out the new agreement yet and recommended no extension language. Chairman Gullotta raised the issue of railings and explained that the Historical Society would be happy to pay for them. He noted that the Historical Society has requested that the Town install the railings. Chairman Gullotta explained that the building has a granite step with no railings, which is unsafe because of slipping and falling, especially during snow and ice conditions. Mr. Luiz noted that he met with the building owner and facilities staff and said that the installation of the railings by Town staff is in the works.

Result: Motion passed (8-0-0; Ms. Carroll recused).

PUBLIC HEARING NO. 1 – ARPA Funds – Farm Assistance Program – 8:00 p.m.

Motion by: Ms. Carroll

Seconded by: Mr. Cavanaugh

BE IT RESOLVED, that the Glastonbury Town Council hereby approves an allocation of \$180,000 in American Rescue Plan Act (ARPA) funds for the Farm Assistance Program (FAP), as described in a report by the Town Manager dated October 20, 2023.

BE IT FURTHER RESOLVED, that the Glastonbury Town Council hereby approves a transfer of \$40,000 from American Rescue Plan Act (ARPA) funded Small Business Program to the American Rescue Plan Act (ARPA) funded Farm Assistance Program (FAP), as described in a report by the Town Manager dated October 20, 2023.

Discussion:

Mr. Luiz provided an overview on the guidelines and eligibility of the proposed Farm Assistance Program. The Town Council reached a consensus that the Farm Assistance Program grant funds could be used by Glastonbury farmers as a match for any state program/grant, provided that the State would allow it. Mr. Cavanna noted that he would be recusing himself from the vote due to conflicting interests. Chairman Gullotta moved on to public comment.

Andy Reale of 167 Tryon Street stated that he supports this grant for area farmers and remarked that it has been a tough year to say the least. He noted that the damage to the farms is beyond the scope of a normal year. Mr. Reale noted that this is federal money and explained that farmers missed out on the grant given to small businesses. He stated that he thinks farmers more than qualify for this grant money.

Chris Bassette of 77 Tryon Street agreed with the points Mr. Reale brought up. She noted that farmers are resilient and work hard. Ms. Bassette explained that this is federal money given to the Town for this purpose. She noted that the money will not burden the tax payers, as one Council member previously stated. Ms. Bassette noted that this is federal money and added that the area farmers missed out on the small business grant. She thanked the Town for their efforts and added that it has been an extreme year.

There were no Zoom comments.

Mr. Cavanaugh noted that farmers were left out of the first small business grant. He noticed that approvals for this grant would come back to the Council. The Council members reached consensus to allow Town staff to administer the grant approvals. It was also agreed that an eligible use of the Town grant funds would be a match on any state grants, providing the state allows the same.

Ms. Carroll thanked the farmers for their hard work and noted that this year they have seen the struggles the farmers had to face. She noted that she brought this proposal to agenda setting in July and said that she is incredibly satisfied that this will help farmers mitigate the financial distress. Ms. Carroll remarked that it is not a solution and hopes that it will smooth the road. She stated that she is committed to helping the farming community and added that she is very much in favor. Mr. Niland noted that he has expressed overwhelming support to the farmers and added that he is ecstatic that they can help the farming community. He thanked the famers for the vitally important service they provide to the town of Glastonbury. Ms. LaChance noted that she loves farmers and stated that she is very much in favor.

Ms. Wang noted that she is in favor and added that she appreciates the Town Manager adding the match on any state grants. She noted that, going forward, she would love to hear more from farmers to plan ahead for challenges. Mr. McChesney noted that there are working farms in Glastonbury that continue to provide produce and draw people to the Town. He stated that he pushed for the small business grant and said that farmers are a small business and should receive grant money. Mr. McChesney highlighted the comments made during the public comment session. He noted that it will not be easy for farmers especially after the last flooding. Mr. McChesney noted that he supports helping the farmers and wishes them the best of luck.

Mr. Cavanaugh noted that he brought up the issue in July about the federal government bailing out equity firms and banks. He stated that the federal government should step up and help farmers in New England and added that they are not in the Midwest and are swept aside. Mr. Cavanaugh stated that the federal government should help New England farmers in times of catastrophe.

Mr. Osgood stated that he voted against this with the rationale being that it is not a proper use of Town tax payer dollars. He agreed with some points Mr. Cavanaugh brought up about federal funding for farmers. Mr. Osgood explained that the farms were affected by weather issues and added that weather issues will continue and are not a one-time thing. He stated that the Town cannot continue to fund this and will vote against it.

Chairman Gullotta remarked that this is the beginning and not the end and explained that what needs to happen is the ability to do more, which comes via the State of Connecticut. Chairman Gullotta noted that he is glad State Representative Jill Barry is here and noted that farmers need larger tax breaks on properties and suggested looking at farm registration vehicles, significantly reducing and/or eliminating those. Chairman Gullotta stated that his big pitch is insurance for farmers and explained that aid in the form of a federal program is designed for those farms with thousands of acres. He noted that it looks like a positive vote and added that the next battle is in the legislature in Hartford where farmers can join other small farming communities and take the next step.

Result: Motion passed (7-1-0; Mr. Cavanna recused, Mr. Osgood voted no).

PUBLIC HEARING NO. 2 – Adoption of the Town Center Design Guidelines

Motion by: Ms. Carroll

Seconded by: Mr. Cavanaugh

BE IT RESOLVED, that the Glastonbury Town Council hereby adopts the Town Center Design Guidelines with the edits proposed by the Architectural and Site Design Review Committee, as described in a report by the Director of Community Development dated October 20, 2023.

Discussion:

Mr. Luiz noted that Ms. Caltagirone, Director of Community Planning, is here to present on this and answer any questions. Ms. Caltagirone provided the Council with the update and changes in the attached memo. She introduced the consultant, Francisco Gomes, from FHI Studio.

Mr. Gomes introduced the Design Guidelines Team and began the presentation. The team includes members of the Town Council, TPZ, ASDRC, the former Town Manager, Planning & Land Use staff, and consultant team (FHI Studio and Pirie Associates).

- The guidelines support the Town Center Village District (TCVD), protect and enhance unique and distinctive character, historic settlement pattern and architecture, and landscape of Glastonbury's Town Center and to function in support of the Town Center Zone and its purposes.
- The guidelines will be administered by the ASDRC and will assist landowners, potential developers and land use commissioners by establishing parameters for high-quality design, particularly with respect to architectural and site design.

- The Town is granted the authority to establish and enforce design guidelines by Connecticut General Statutes Section 8-2j, which provides authority for the creation of a Village District and village district design guidelines.
- In 2022 Glastonbury adopted a village district designation for a limited area of the Town Center as part of its Building Zone Regulations. Section 4.19.5 of those Regulations directs the Town Council to develop and adopt Village District Design Guidelines and requires that the guidelines establish design criteria to achieve compatibility with the stated objectives of the Town Center Village district.

Mr. Gomes discussed the project process and noted that they received 357 survey responses from a workshop held November 16, 2022 with approximately 40 participants. Mr. Gomes moved on to the slide on Project Study Area.

- The study area for this project spans from East Hartford Town boundary to Hubbard Street and from the Connecticut River to Route 2.
- This area is identified in the Town's POCD (Planning Area 4).
- The Town Center Village District (TCVD) is located at the center of the study area.

Mr. Gomes put up a slide on the Project Area Zoning districts. He noted that the team was able to successfully establish consistent design for an area that has so many different zoning districts.

- The Project Area is comprised of multiple zoning districts, each with unique regulations.
- Planned Adaptive Redevelopment, Planned Area Development, Planned Business and Development, Planned Travel, Planned Commerce, Town Center, Town Center Mixed Use, Residence A, Reserved Land, Flood Zone, Town Center Village District, Main Street Historic District

Mr. Gomes noted that the areas of focus for this project include commercial, mixed-use, and multi-family residential areas within and surrounding the Town Center Village District. Areas zoned single-family residential, such as Residence A, and protected open space areas were not considered for development of design guidelines. Mr. Gomes noted that the Team developed Guidelines that are highly visual and provide many examples of preferred and acceptable design standards. He stated that all aspects of the guidelines were developed in in consultation with the Design Guidelines Committee.

The Design Guidelines regulate or advise on the following design element:

- Building location and orientation relative to the street
- Location of parking and landscaping requirements in lots
- Site access (driveway location, size, number)
- Landscaping and site amenities
- Pedestrian circulation
- Outdoor spaces (dining, plazas)
- Location of entrance(s)
- Windows (ratio to wall surface, glazing)
- Building materials
- Walls surfaces (blank walls, length of walls)
- Building Mass
- Location and screening of mechanical/utility features
- Architectural features and decorative elements
- Roof design and features
- Signs

- Included in the Public Realm: sidewalks, lighting, trees, amenities

Mr. Gomes noted that the guidelines are tailored to the five project subareas and the Town Center Village District. The key themes that are unique to each sub area are identified in the guidelines. He explained that the guidelines establish required, preferred, and conditional standards for each design element. Mr. Gomes moved on to the slide explaining how the guidelines will be applied.

- Guidelines are compulsory only in the Town Center Village District
- Guidelines are advisory to other areas within the project study area
- Guidelines may be used as a reference by ASDRC for areas outside of the project study area.
- The Steering Committee engaged in a multi-month process to establish which elements of the guidelines should be compulsory or advisory and to which geographic areas those guidelines should be applied.

Mr. Gomes noted that the team is confident with the Guidelines and added that they can be updated over time. The presentation was concluded.

Chairman Gullotta asked if there were any members of the public who wanted to speak. There were no comments. Mr. Niland asked if the motion they are voting on includes the recommendations from TPZ dated October 5, 2023. Mr. Luiz responded that he believes they are and asked Ms. Caltagirone to confirm this. Ms. Caltagirone noted that the motion includes the suggested edits, which originated from ASDRC and were supported by TPZ. Ms. Carroll asked about the process regarding the changes and updates. Ms. Caltagirone noted that it would be the same process as the text amendment and that it would require recommendations from ASDRC and TPZ before the Council can vote on it.

Ms. LaChance noted that she loves that the guidelines would be a living document. She stated that it would be great to revisit this on a regular basis and thanked the team for all of the work that was done. Ms. LaChance stated that the guidelines are very thorough and maintain the architectural qualities that people love. Mr. Cavanaugh noted that he was one of originators of the guidelines and explained that this will ensure that the community accepts the designs. He explained that this process started when a project in the Main Street area tried to change the design plans after it was approved. Mr. Cavanaugh noted that he is happy to be part of this and thanked the team. He noted that he is looking forward to TPZ using these guidelines and added that, if changes are needed, they can be sent up the line. Ms. Wang thanked the team and noted that she has attended the workshop. She stated there was a great turn out because the issue of preserving the architectural character is central to what residents want. Mr. Niland echoed Ms. Wang's points and thanked the team for their work. He explained that a lot of people talk about the aesthetic of the downtown area and want to preserve it.

Mr. McChesney noted that he remembers that there were issues with demolition in the Main Street area and is glad that it did not happen. He noted that the Stop & Shop in the New London Turnpike area is an example of a design that fits the character of the Town. Mr. McChesney noted that they worked with the Town and committees to ensure that the design meets the expectations. He remarked that he is disappointed with how the McDonalds design turned out. Mr. McChesney noted that, initially, it looked like a colonial building that fit in with the Town. He added that it now looks like predetermined design, something you can see at a McDonalds in Oklahoma. Mr. McChesney remarked that he hopes predetermined designed are avoided and added that he agrees with the points that Mr. Cavanaugh brought up. Mr. McChesney stated that he will absolutely support this and will vote in favor.

Ms. LaChance noted that she was excited to see that translucent light signs are prohibited in the guidelines. Chairman Gullotta noted that this item was on the bucket list of things to do and noted that this happened because of bipartisan partnerships. He noted that the issue of walkability is important and added that people like to walk by attractive buildings. Chairman Gullotta noted that he hopes it will encourage a re-imagination of that part of Main Street. He remarked that he can imagine it as a destination where people would want to visit and shop, similar to a place like Old Wethersfield with trees that provide shade, sidewalks, and attractive buildings.

Chairman Gullotta moved on to New Business 5(b).

Result: Motion passed unanimously (9-0-0).

(b) Discussion and action on use of Unassigned Fund Balance (set public hearing).

Motion by: Ms. Carroll

Seconded by: Mr. Cavanaugh

BE IT RESOLVED, that the Glastonbury Town Council hereby schedules a public hearing for 7:00 p.m. to be held at a Special Meeting on Thursday, November 2, 2023 in the Council Chambers of Town Hall, 2155 Main Street, Glastonbury and/or through Zoom Video Conferencing to consider the proposed appropriation and transfer as described in a report by the Director of Finance and Administrative Services dated October 20, 2023, and as approved by the Board of Finance.

Discussion:

Mr. Luiz noted that Ms. Keri Rowley, Director of Finance, will give a brief presentation.

Ms. Rowley began the presentation. She noted that on October 18, 2023, the Board of Finance unanimously voted to approve \$600,000 to the Capital Reserve Fund, \$910,000 to pay off the 2012 bond that matures in May of 2025, and \$1,240,000 to Pension for a total of \$2,750,000 from Unassigned Fund Balance.

Ms. Rowley provided an overview of Fiscal Year 2023 in Review. Favorable Revenue Variances totaling \$3.8m with key drivers including:

- \$1.87m in Investment Income
- \$149m Total Tax Collection
- \$730K Municipal Revenue Sharing Grant
- \$250K Building Inspection Fees
- \$104K Senior Service Program/ Rental Fees
- \$50K Refuse Disposal Fees
- Budgeted “opening cash” of \$875K transferred from Fund Balance was not necessary

Ms. Rowley provided an overview of the Favorable Expenditure Variances totaling \$1.0m with key drivers including:

- (\$345K) Town Wages, Overtime (\$248K Full Time, \$50K Part time, \$11K Other)
- (\$278K) Capital Outlay

- (\$152K) Change in Carry-Forward Encumbrances
- (\$81K) Contractual & Professional Services
- (\$44K) Data Processing
- (\$67K) Vehicle & Equipment Maintenance
- (\$25K) Utilities

Ms. Rowley provided an overview on the Year End Results on Fund Balance.

- \$4.8m increase in Fund Balance from \$37.6m in FY 2022 to \$42.4m in FY 2023
- Unassigned Fund Balance (UFB) increased from \$33.2m to \$37.1m
- Assigned Fund Balance increased by \$939K (committed to future expenditures)
- UFB is now an estimated 20.3% of FY 2024 budget

Ms. Rowley explained that the Town policy on Unassigned Fund Balance (UFB) is to maintain a minimum of 16% of the subsequent year's budget:

- FY 2023 UFB - \$37.1m
- 16% Minimum - \$29.2m
- UFB Above Town Policy - \$7.9m
- Every \$1.8m added or assigned changes the UFB by 1%

Ms. Rowley reiterated that the Board of Finance unanimously voted to approve \$600,000 to the Capital Reserve Fund, \$910,000 to pay off the 2012 bond that matures in May of 2025, and \$1,240,000 to Pension for a total of \$2,750,000 from Unassigned Fund Balance. The presentation was concluded.

Mr. Niland noted that they are just setting a public hearing and remarked that this is the best type of problem. He noted that he looks forward to the discussion on how to help the tax payers with their money. Mr. Niland thanked the BOF for coming together, compromising, and voting unanimously. Mr. Cavanaugh asked if the \$2.75m came from a previous transfer. Ms. Rowley explained that this is the proposal before the Council and the \$2.75m is the \$600,000, \$910,000 and \$1,240,000 combined, totaling \$2,750,000. Mr. Cavanaugh asked what percentage this puts the pension at. Ms. Rowley responded that it is about 2.7m to 3m which moves it a percentage down. She noted that it is at 76.16% now and it should move it half a percent. Mr. Cavanaugh asked if the BOE 1% fund is included in the Unassigned Fund Balance. Ms. Rowley stated that it was not included. Mr. Osgood asked about the return on the pension. Ms. Rowley responded 6.25 percent. Mr. Osgood noted that the decision to pay off funds at a rate of 5% must have included discussions about what is preferable to pay off. He asked why the entire amount was not put into pension. Mr. Luiz explained that some people on the BOF looked at it mathematically but ultimately the entire BOF proceeded with putting the money towards paying off the bonds to provide tax relief for next year's budget. Mr. Osgood remarked that it is safe to say that a compromise was made and added that this is better than the last proposal they saw. He noted that he will vote in favor and pointed out that the pension is only 76 percent funded. Mr. Osgood noted that they are in a good position financially and added that they could do better. He remarked that a compromise was reached and it worked out. Mr. McChesney noted that the compromise sounds reasonable striking a balance that benefits the tax pay in the immediate future and in the long run. He noted that he looks forward to discussing it at the next meeting. There was discussion on why this agenda item would be added to a special meeting. Chairman Gullotta noted that this is the last time this Council meets and explained that the understanding was that it should not be left for another Council to resolve. He added that five votes are need to have a meeting.

Result: Motion passed unanimously (9-0-0).

6. Consent Calendar

- (a) Action on Master Municipal Agreement for Construction Projects between the State of Connecticut Department of Transportation and Town of Glastonbury.

Motion by: Ms. Carroll

Seconded by: Mr. Cavanaugh

BE IT RESOLVED, that the Glastonbury Town Council hereby authorizes the Town Manager to execute the Master Municipal Agreement for Construction Projects between the State of Connecticut Department of Transportation and the Town of Glastonbury, as described in a report by the Town Manager dated October 20, 2023.

Result: Motion passed unanimously (9-0-0).

7. Town Manager's Report.

Mr. Luiz provided an update on the Traffic Control Signal Project, Secretary of State Award- Democracy Cup, the Eversource Work in the Chestnut Hill Road area, and a report from the Police Chief which was included in the packet materials. Mr. Luiz provided information on the State Grant Opportunities for Farmers, which includes The Climate Smart Agricultural Grant, and Farm Transition Grant also included in the packet materials. In addition, the Town Manager's report included information on the quarterly police department donations and the 2023 Distinguished Service Award to Gregory Foran from the Connecticut Recreation and Parks Association, Inc.

Mr. Luiz discussed the upcoming Wall of Honor Open House-Veterans Day event. The event is scheduled for Saturday, November 11, 2023. Attendees will have the opportunity to express their sentiments through a special activity. Town staff will have red, white, and blue hearts available on which attendees can write their appreciation, stories, or other sentiments for veterans or related agencies and initiatives. The hearts/sentiments will be collected and displayed near the Wall following the event. This program is being coordinated in partnership with the Glastonbury Veterans Service Commission and is planned to complement its annual holiday program as follows:

- 10:00 a.m. - Veterans Service Commission (VSC) Ceremony begins at Hubbard Green
- 10:45 a.m. - 12:00 p.m. – Wall of Honor Open House at Town Hall
- 11:00 a.m. - Brief welcome remarks
- 11:15 a.m. - 11:30 a.m. – VSC guests will depart to the Veterans Cemetery to dress the Veterans' graves and will then proceed to Giovanni's for a light lunch to conclude the day's events.

Chairman Gullotta asked Mr. Luiz to speak with Ms. Caltagirone about the comments from the Hubbard Street residents. He asked the Town Manager to make sure there is communication between the neighbors and the developer. Mr. Luiz agreed. Chairman Gullotta asked Mr. Luiz to have a discussion with the new agenda setting group after the election on placing on the agenda a discussion topic dealing with policing in South Glastonbury. Mr. Luiz agreed.

Mr. McChesney thanked Mr. Luiz and Town staff for shedding a light on dogs in the shelter. He noted that one dog has been in the facility for two years and hoped that putting this information in the newsletter will

raise awareness and provide these dogs with new homes. Mr. McChesney remarked that he has heard that they are loving dogs. He also asked the Town Manager to convey his thanks to the library staff and parks and recreation staff for the fantastic Spooky Story Stroll. He reported that 300 kids have gone through and there are 100 kids on the waiting list. Mr. McChesney noted that he spoke with Ms. Zerio and was told that they are trying to brainstorm a way to increase the number of kids participating.

Mr. Cavanaugh wanted to follow up on the request for the agenda item on police activity. He noted that the public raised some questions and suggested for the Police Chief to answer them. Mr. Cavanaugh noted that a report is not sufficient and what is needed are answers to the questions regarding burglary vs breaking and entering or a home invasion. He noted that a resident mentioned a car with tinted windows and asked at what point is it illegal. Mr. Cavanaugh stated that it is time for the Police Chief to come in and answer questions publicly. Chairman Gullotta noted that the next agenda setting group will meet in a few weeks.

Mr. Cavanna wanted to thank the people of Glastonbury for giving him the opportunity to serve. Chairman Gullotta remarked that he likes this and noted that they all feel this way. Mr. Osgood thanked Mr. Luiz for requesting DOT to look at Hebron Avenue and added that he is pleased to see that the license plate readers are in operation and serving the purpose. There was discussion on asking the Town Attorney for a second opinion on ARPA funds and other issues. Mr. Osgood echoed Mr. Cavanna's comments and said it was a pleasure to work with everyone. Chairman Gullotta agreed and remarked that he hopes to see everyone back in a few weeks.

8. Committee Reports.

(a) Chairman's Report None

(b) MDC None

(c) CRCOG. None

9. Communications.

(a) Letter from CT Siting Council regarding modifications to existing telecommunications facility located at 175 Dickinson Road. Ms. Carroll read the letter.

10. Minutes

(a) Minutes of October 10, 2023 Regular Meeting.

Motion by: Ms. Carroll

Seconded by: Mr. Cavanaugh

Mr. Niland directed the Council to the last paragraph on page 96 of the packet. He asked to strike the words "in this location" from comments he made. Mr. Niland explained that he meant it as a general location and not a specific location. There were no objections.

Result: Minutes were accepted as amended. (8-0-0; Mr. Osgood abstained)

11. Appointments and Resignations. None

12. Executive Session

(a)

Discussion of the selection of a site or the lease, sale or purchase of real estate.

Motion by: Ms. Carroll

Seconded by: Mr. Cavanaugh

BE IT RESOLVED, that the Glastonbury Town Council hereby enters into executive session to discuss the selection of a site or the lease, sale or purchase of real estate. In attendance will be the Town Manager and members of the Town Council.

Result: Motion passed unanimously (9-0-0).

Went into Executive Session at 9:22pm. Councilor Carroll excused herself from Executive Session at 9:45 p.m. and Town Attorney Michael Collins entered executive session. Ms. Carroll did not participate in Executive Session Item 12(b). Council came out of Executive session at 9:55 pm.

The meeting adjourned at 9:56 pm. Approved (9-0-0).

Respectfully submitted,

Nadya Yuskaev

Nadya Yuskaev

Recording Secretary

Thomas Gullotta

Chairman