

**GLASTONBURY TOWN COUNCIL – 2023-2025
THIRTY-THIRD TOWN COUNCIL – ORGANIZATIONAL AND REGULAR MEETING AGENDA
TUESDAY, NOVEMBER 14, 2023
7:00 P.M. – COUNCIL CHAMBERS, TOWN HALL
2155 MAIN STREET, GLASTONBURY
WITH OPTION FOR ZOOM VIDEO CONFERENCING**

Council Members:

Deborah A. Carroll	Thomas P. Gullotta	Lawrence Niland
Kurt P. Cavanaugh	Mary LaChance	Whit Osgood
John Cavanna	Jacob McChesney	Jennifer Wang

1. Call to Order – Town Clerk (Section 302).
 - (a) Pledge of Allegiance.
2. Introduction of Town Council Members Elect – Town Clerk.
3. Administration of Oath of Office – Town Clerk (Section 302).
4. Official Town Council Photo.
5. Election of Chair and Vice Chair (Section 302).
 - (a) Appointment of Majority Leader.
 - (b) Appointment of Minority Leader.
6. Public Comment.
7. Resolution establishing the Regular Meetings of the Council (Section 304).
8. Resolution establishing Rules of Procedure (Section 304).
9. Old Business.
10. New Business.
11. Consent Calendar.
 - (a) Action on an Application of the Glastonbury Housing Authority to change the zoning of 55 Nye Road from Planned Employment Zone to Residence A Zone (set public hearing).
 - (b) Action on an Application of the Glastonbury Housing Authority to change the zoning of 55 Nye Road to Planned Area Development and adopt a Final Development Plan to allow a 64-unit affordable housing community (set public hearing).
12. Town Manager's Report.
13. Communications.
14. Minutes.
 - (a) Minutes of October 24, 2023 Regular Meeting.
 - (b) Minutes of November 2, 2023 Special Meeting.
15. Appointments and Resignations.
 - (a) Appointment of Council Clerk (Section 304).
 - (b) Appointment of Alternate Council Clerk.
16. Executive Session.
 - (a) Discussion of the selection of a site or the lease, sale or purchase of real estate.
17. Adjournment.

THE ORGANIZATIONAL AND REGULAR TOWN COUNCIL MEETING OF TUESDAY, NOVEMBER 14, 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/88355807352?pwd=0Bg4tvMDVtalassmsQD58hEdg1IYCV.1>

Join by Phone: +1 646 558 8656

Webinar ID: 883 5580 7352

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

For those who would like to utilize the closed captioning option through Zoom, you may do so by clicking on the "Show Captions" icon located at the bottom of the screen. To disable this function, please click the icon at the bottom of the screen titled "Hide Captions".



Town of Glastonbury

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

ITEM #7 & 8
11-14-2023 Meeting

Jonathan K. Luiz
Town Manager

November 9, 2023

The Glastonbury Town Council
2155 Main Street
Glastonbury, CT 06033

Re: Regular Council Meeting Schedule and Rules of Procedure

Dear Council Members:

The following items are scheduled for action on Tuesday evening.

Item #7 – Regular Council Meeting Schedule

This establishes the Regular Council Meeting Schedule for 2024 and early 2025. A series of notes are provided to clarify as applicable.

“BE IT RESOLVED, that the Glastonbury Town Council hereby adopts the Schedule of Regular Council Meetings dated November 14, 2023 for calendar year 2024 and January 2025.”

Item #8 – Rules of Procedure

The Council Rules of Procedure adopted December 7, 2021 are attached. Council is asked to adopt these Rules and typically appoints a two-member Subcommittee to review and make recommendations for any updates as applicable.

“BE IT RESOLVED, that the Glastonbury Town Council hereby adopts the Council Rules of Procedure dated December 7, 2021; and

BE IT FURTHER RESOLVED, that the Glastonbury Town Council hereby appoints _____ and _____ to the Rules of Procedure Subcommittee.”

Sincerely,

Jonathan Luiz
Glastonbury Town Manager

JL/sal
Attachments

THIRTY-THIRD TOWN COUNCIL
2023-2025

SCHEDULE OF REGULAR COUNCIL MEETINGS CALENDAR YEAR 2024
(THROUGH JANUARY 2025)

JANUARY 9
JANUARY 23 – **Annual Town Meeting at 6:00 p.m.**
Regular Meeting to follow

FEBRUARY 13
FEBRUARY 27 – **Budget Workshop at 6:00 p.m.**
Regular Meeting to follow

MARCH 12
MARCH 20 or 21 – **Final Budget Public Hearing (FBH) and Action**
required not later than March 27th (options include
FBH at meeting of March 26th or prior week on
Wednesday or Thursday, March 20th or March 21st)

MARCH 26

APRIL 9 – **No Meeting – Spring Recess/School Vacation**
APRIL 23

MAY 14
MAY 28

JUNE 11
JUNE 25

JULY 9
JULY 23

AUGUST 6 – **First Tuesday of August**

SEPTEMBER 10
SEPTEMBER 24

OCTOBER 8
OCTOBER 22

NOVEMBER 12
NOVEMBER 26 – **As Needed** (*Tuesday before Thanksgiving*)

DECEMBER 10 – **Second Tuesday of December** (*Typically held the first*
Tuesday of December, but due to proximity of the late
Thanksgiving holiday and as needed November 26th meeting,
scheduling for 2nd Tuesday of December)

JANUARY 14 (2025)
JANUARY 28 (2025)

Regular Town Council meetings are generally held on the second and fourth Tuesday of each month at 7:00 p.m. typically in the Council Chambers of Town Hall, 2155 Main Street, Glastonbury. Exceptions to this schedule are noted above and will be formally noticed as applicable throughout the year. There is only one regular Council meeting in April, August and December, 2023.

**RULES OF PROCEDURE
GLASTONBURY TOWN COUNCIL
2021 – 2023**

INTRODUCTION:

It is the intention of the Council of the Town of Glastonbury to conduct the Town's business in an efficient and organized manner for the convenience of the citizens of the Town. In order to accomplish this, Rules of Procedure are required to supplement the requirements of Chapter 3 of the Connecticut General Statutes and Chapter 3 of the Glastonbury Town Charter. In addition, Robert's Rules of Order, Newly Revised September 2011, shall be used to govern parliamentary procedure to the extent not set forth below.

Council meetings will be conducted in a businesslike, respectful manner in accordance with these Rules of Procedure. Profanity, loud, disrespectful, threatening or disruptive behavior by meeting attendees is not permitted and the Chairman may terminate the individual(s) privilege to address the Council and may have the individual(s) removed from the meeting venue.

1. REGULAR MEETINGS:

Generally, the Council meets in regular session on the second and fourth Tuesdays of each month at 7:00 p.m. in the Glastonbury Town Hall, or at such other time or place as the Council may designate by majority vote of the members present at a regular meeting. If at any time any regular meeting falls on a holiday, such regular meeting shall be held on the next business day.

2. SPECIAL MEETINGS:

Special meetings may be called by the Chairman, by majority vote of the members present at any regular or special meeting of the Council, or upon written request of three (3) members of the Council to the Town Manager. The Town Manager shall give notice of such meeting stating the means by which the meeting was called and the purpose, time and location of the meeting. The Town Manager shall cause such notice to be given to each member of the Council and the Town Clerk, at least two (2) days before such meeting either (i) at a regular or special meeting of the Council, (ii) by serving such notice personally upon them, or (iii) by leaving such notice at their respective places of residence; provided however, a Council Member may, in accordance with CGS Section 1-225(d), dispense with delivery of notice at his or her place of residence by providing the Clerk of the Council with a waiver of such requirement, which waiver may also authorize delivery of such notice by electronic means.

3. EMERGENCY MEETINGS:

Notwithstanding other provisions of these rules, emergency meetings may be called by the Chairman or on written request by three (3) members of the Council to conduct business in accordance with Section 311 of the Charter of the Town of Glastonbury. Notice of such meeting, stating the time, place and purpose, shall be given to each member of the Council and the Town Clerk at least twenty-four (24) hours before such meeting, either (i) at a regular or special meeting of the Council, (ii) by serving such notice personally upon them, or (iii) by leaving such notice at their respective places of residence; provided however, a Council Member may, in accordance with CGS Section 1-225(d), dispense with delivery of notice at his or her place of residence by providing the Clerk of the Council with a waiver of such requirement, which waiver may also authorize delivery of such notice by electronic means.

Additionally, the twenty-four (24) hour requirement may be waived provided at least five (5) members of the Council agree that it be waived and provided all members of the Council have been given such notice by one of three means given above, and provided a copy of the minutes of the meeting stating the nature of the emergency and the proceedings occurring at such meeting are filed with the Town Clerk within two (2) hours of the opening of the next business day. Only those matters contained in the notice may be considered at the emergency meeting.

4. PUBLIC COMMENT SESSION:

At the opening of each Council meeting, an opportunity shall be provided for the public to be heard. Each person shall sign his or her name and address on a sheet, and restrict his/her comments to three (3) minutes, and may not speak more than once at any Council session. When commenting, speakers shall give their name and address. The Chairman will recognize persons and shall give priority to those persons desiring to speak on items on the agenda for the meeting, except those items duly scheduled as a public hearing. No debate or dialogue between members of the public and the Councilors will be permitted. However, during the time set aside for Council business, a Councilor may ask questions of citizens concerning particular business items. Questions, responses and follow-up to the Public Comment Session can be presented and discussed as part of the 'Special Reports' portion of the agenda.

The time set aside for citizen comments shall be up to one-half (1/2) hour immediately following the roll call at regular meetings. The Public Comment Session may be extended at the discretion of the Chairman.

5. ORDER OF BUSINESS:

The business of all regular meetings of the Council shall be transacted in the following order, unless the Council, by at least five (5) affirmative votes, changes the order:

- (1) Roll Call and Pledge of Allegiance
- (2) Public Comment Session
- (3) Special Reports
- (4) Old Business
- (5) New Business
- (6) Consent Calendar
- (7) Town Manager's Report
- (8) Committee Reports
- (9) Communications
- (10) Minutes
- (11) Appointments and Resignations
- (12) Executive Session

The business of all special and emergency meetings of the Council shall be transacted in the following order, unless the Council, by at least five (5) affirmative votes, changes the order:

- (1) Roll Call.
- (2) Public Communications and Petitions pertaining to the Call.
- (3) Special Business as contained in the Call.

Meetings shall not extend past 11:00 p.m. unless approved by five (5) affirmative votes.

6. AGENDA:

- (a) All reports, communications or other matters to be submitted to the Council shall be delivered to the Town Manager at least seven (7) days prior to each regular meeting. When action of the Council is desired, a specific resolution or ordinance, or recommendation for the type of action, should be included with the material submitted. No action shall be taken under Committee Reports or Appointments and Resignations unless a specific subject matter is indicated on the agenda.

- (b) The Town Manager shall form an agenda by listing such matters according to the order of business above and shall generally meet with Council Leadership the week prior to each regular meeting to review proposed agenda topics. The Town Manager shall furnish each member of the Council a copy of the agenda and the supporting material at least four (4) days prior to the Council meeting, if reasonably possible. Simultaneously, a copy of the agenda shall be furnished to the Town Clerk's Office. In addition, the Town Manager shall arrange for display of one or more copies of the agenda for use of the general public at the time of the meetings of the Council in an appropriate manner.
- (c) Matters may be added to the agenda for a regular meeting upon the affirmative vote of two-thirds of the members present and voting but not fewer than five (5) affirmative votes.
- (d) Action may only be taken at a regular meeting concerning matters that are on the agenda for that regular meeting as a result of either (a) or (c) above. The absence of a resolution or ordinance or recommendation for type of action in the agenda or supporting material shall not be cause for prohibiting action that is otherwise proper.

7. PRIVILEGE OF THE FLOOR:

Except when a member of the Council has, or desires, the floor, the Town Manager shall have the privilege of the floor for the purpose of giving information to the Council. The Town Attorney shall also have the privileges of the floor for the purpose of advising the Council on legal matters. The general public shall also have the floor at the discretion of the Chairman.

8. MOTIONS:

- (a) In the event the Chairman desires to make a motion, he/she shall relinquish the Chair to the Vice Chairman who then shall preside during any discussion and vote on such motion or motion as amended, following which the Chairman shall reassume the Chair.
- (b) When a member of the Council wishes to move a question, five (5) affirmative votes are required.
- (c) If a member of the Council wishes to abstain from voting, the member shall so state, along with the reason, before the vote is called for, and the member's vote shall be recorded as an abstention.
- (d) A meeting of the Council, Regular, Special or Emergency, may adjourn on order of the Chairman or on motion of a member of the Council, seconded and carried by a majority of the members of the Council present.

9. CONSENT CALENDAR:

- (a) When the Town Manager determines that any item of business requires action by the Council, but is of a routine and non-controversial nature, the Town Manager may cause such item to be presented at a regular meeting of the Council as part of a Consent Calendar.
- (b) The Consent Calendar shall be introduced by a motion "To approve the Consent Calendar", and shall be considered by the Council as a single item and voted accordingly.
- (c) There shall be no debate or discussion by any member of the Council regarding any item on the Consent Calendar.
- (d) All items on the Consent Calendar which require public hearings shall be open for hearing simultaneously, and the Chairman shall announce, or direct the Clerk of the Council to announce, the titles of all such items.

- (e) On objection by any member of the Council to inclusion of any item on the Consent Calendar, that item shall be removed from the Consent Calendar. Such objection may be recorded at any time prior to the taking of a vote on the motion to approve the Consent Calendar. All such items shall be considered individually in an order determined by the Chairman.
- (f) Approval of the motion to approve the Consent Calendar shall be fully equivalent to approval, adoption or enactment of each motion, resolution, ordinance or other item of business thereon, exactly as if each had been acted upon individually.
- (g) The Consent Calendar may include appointments and resignations.

10. CONDUCT OF PUBLIC HEARINGS:

A. General Provisions:

Public Hearings of the Glastonbury Town Council shall be called to order at the appointed hour by the Chairman of the Council, who shall preside at such hearings.

When a public hearing on more than one subject is scheduled for the same time and place, the subjects shall be heard by the Council in the order in which they are listed in the notice of the hearing. Any change in such order can be made with the unanimous consent of the members of the Council present at the hearing.

B. Specific Provisions:

(a) Identification

Persons desiring to speak must give their name, address and the name of the organization they represent, if any, to the Clerk of the Council, either prior to the commencement of the hearing or immediately upon being recognized by the Chairman.

(b) Time Allotted to Hearings

The sponsors of the hearing subject shall confine their remarks to twenty (20) minutes and others speaking on the subject to five (5) minutes each unless an extension is granted by the Chairman. The Chairman may limit the public hearing to two (2) hours and limit all public hearings scheduled for the same date to three (3) hours. In the event that a public hearing is recessed before conclusion, it shall be recessed to a subsequent time and date set by the Council upon declaring the hearing to be in recess.

(c) Speaking at Public Hearings

The sponsoring organization shall be permitted the first opportunity to speak on behalf of the proponents. Other proponents may then speak on the subject. In matters of priority, the Chairman shall determine the order of speakers as well as when questions may be asked and/or answered. When all proponents have completed their remarks, the opponents shall be given equal opportunity to speak on the subject. At the discretion of the Chairman, the order of speakers (proponents, opponents, others) at a public hearing may be changed.

(d) Limit on Time a Person May Speak

No person shall be permitted to speak more than once on the hearing subject, except that questions may be addressed through the Chairman to persons who have spoken at the hearing. In the event that new material is introduced, previous

speakers may, at the discretion of the Chairman, address remarks to the new material.

(e) Additional Information Following Conclusion of Public Hearing

Following the conclusion of the public hearing, the Council will not consider additional evidence, presentations, explanations, or arguments by either proponents or opponents of the subject of the hearing. The Council may consult with members of Town staff concerning matters raised or evidence introduced at the public hearing; however, the Council may not use consultations with members of Town staff as a means of obtaining new or additional evidence, presentations, explanations or arguments not presented at the public hearing. Additionally, following closure of a public hearing, members of the Council shall have the opportunity to express findings and conclusions on the public hearing subject. These findings and conclusions may, at the Council's request, be incorporated by Town staff into a proposed resolution regarding the public hearing subject for subsequent action by the Council.

C. Participation - Public Hearing - By Members of the Council:

Members of the Council shall not speak during a public hearing except to submit questions with the permission of the Chairman.

11. COMMITTEES:

Special committees for a particular purpose may be appointed by the presiding officer, subject to the confirmation of the Council.

12. AMENDMENTS:

Any amendment to these rules shall be submitted in writing at any regular meeting of the Council and may be adopted by no less than five (5) affirmative votes of the members at a subsequent meeting of the Council.

13. REPEAL:

All previously adopted rules governing Council procedures, exclusive of Charter provision, if any, are hereby repealed.

At its meeting on December 10, 1991, the Council unanimously voted to attach the Guidelines for Utilizing Services of Town Attorney and Cataloging of Opinions to the Rules of Procedure.

14. GENERAL GUIDELINES:

Executive Session

Executive Session, as needed, may be held at the start, during, or at the end of Regular, Special and Emergency meetings as determined by the particular topic and business agenda for the particular meeting.

Public Hearings

Public hearings on major topics shall be scheduled to allow for continuance, as needed, to the next following Council meeting.

Remote Participation

Council Members may attend Regular, Special and Emergency meetings through remote participation (video conference and teleconference) in accordance with the following protocols:

1. Members participating by video conference can be viewed and heard and by teleconference identified and heard by other Council Members and the public attending in person and by video conference.
2. As reasonably possible, a member planning to attend an in-person meeting by video conference or teleconference shall provide the Council and Town Manager at least two days' notice of such plans.
3. Remote participation is generally contemplated for illness, injury, public health considerations, travel, and similar reasons. The expectation is that such participation will be limited in duration and occurrence and primarily through video conference in lieu of teleconference.
4. Absent extenuating circumstances, attendance by video conference shall be limited to four three members at any in-person meeting.
5. Members of the public may attend in-person Council meetings through video conference and offer comment through the public comment session and public hearing process subject to the protocols described per Appendix 4 of these Rules.
6. The Council meeting shall proceed regardless of the ability of a member(s) to participate by video conference or teleconference.

ADOPTED: February 23, 1982
 REVISED: February 22, 1983
 REVISED: November 16, 1983
 REVISED: May 29, 1984
 REVISED: November 26, 1985
 REVISED: April 14, 1987
 REVISED: January 9, 1990
 REVISED: May 28, 1991
 REVISED: December 10, 1991
 REVISED: May 12, 1992
 REVISED: November 23, 1993
 REVISED: December 14, 1993
 REVISED: December 12, 1995
 REVISED: December 9, 1997
 REVISED: December 14, 1999
 REVISED: January 8, 2003
 REVISED: NOVEMBER 25, 2003
 REVISED: NOVEMBER 15, 2005
 REVISED: DECEMBER 5, 2007
 REVISED: DECEMBER 9, 2009
 REVISED: JANUARY 10, 2012
 REVISED: DECEMBER 3, 2013
 REVISED: DECEMBER 1, 2015
 REVISED: DECEMBER 5, 2017
 REVISED: JANUARY 14, 2020
 REVISED: MARCH 10, 2020 (addition of Appendix 3 – Acceptance of Gifts and Donations)
 REVISED: MAY 25, 2021 (addition of paragraph re conduct at meetings, addition of Remote Participation, addition of Appendix 4 – Remote Participation by the Public)
 REVISED: **DECEMBER 7, 2021 (No. 4 – Public Comment Session – first sentence change “should” to “shall”)**

**GLASTONBURY TOWN COUNCIL
EMERGENCY AND SPECIAL MEETINGS**

**WAIVER OF NOTICE REQUIREMENT BY DELIVERY TO PLACE OF RESIDENCE AND
AUTHORIZATION TO PROVIDE SUCH NOTICE BY ELECTRONIC MEANS**

In accordance with CGS Section 1-225(d), I hereby waive the requirement that notice of special and emergency meetings be delivered to me at my place of residence and authorize the delivery of such notice to me by electronic means to the following address:

E-mail address: _____

(Name) _____

(Date) _____

APPENDIX 1

GUIDELINES FOR UTILIZING SERVICES OF TOWN ATTORNEY AND CATALOGING OF OPINIONS

1. All requests for opinions by the Town Attorney shall emanate only from the Town Manager or at the request of a majority of the Town Council, or the Council Chairman.
2. All requests for opinions shall be in writing with a copy of such request to be filed with the Town Manager.
3. All opinions rendered by the Town Attorney shall be in writing with the original directed to the requesting authority and a copy for file purposes to the Manager's Office.
4. All opinions received by the Town Manager or copies thereof shall be kept on file in the Manager's Office.
5. When in the judgment of the Manager or Town Attorney such opinion may be of general application to bodies other than the originating authority, such opinion shall be distributed to such other bodies as are appropriate.
6. In the event that the Town Attorney is unable to serve because of a conflict of interest, the Town Manager shall be so advised. In such cases, the Council shall be advised and the matter referred to the Alternate Town Attorney previously designated by the Town Council.
7. In the event that any Board, Commission or Town official in furtherance of their duties and obligations elects to commence any action in which the Town, or any agency thereof, is to be the plaintiff, notice of such intention to so commence such action shall be given to the Town Council no less than fourteen (14) days before such action is officially commenced. The official commencement of any such action shall be deemed to occur when documentation sufficient to initiate the action is delivered to a sheriff or other proper person for service or filed with such agency or commission having jurisdictions of the subject matter of such complaint.

Revised 12/12/95

AMENDED AND ADOPTED BY THE TOWN COUNCIL ON 12/10/85

APPENDIX 2

GLASTONBURY TOWN COUNCIL RECOMMENDED PROTOCOLS
29TH COUNCIL

1. Glastonbury Town Council members recognize that the Town Manager is, under Section 407 of the Glastonbury Code, the personnel officer for Town administrative officials and departments, except the department of Education.

In consideration of this fact, Council members agree that they shall direct all requests for use and access to such personnel or information members might desire or require from personnel or departments through the Town Manager. The major reason for such a chain of command is that the performance of duties are assigned and controlled by the Town Manager, and interference in those assignments has both a financial and performance impact on a department and individuals. The exception to this protocol is the normal access to the assigned staff of Council subcommittees.

2. Council members agree that all and any information requested by a Council member through the Town Manager shall be made equally available to all Town Council members in a timely manner.
3. Council members agree that Town Council Committee activities shall originate by Town Council motion to refer at a regular meeting, or by consensus at said meeting. A committee may request to undertake a specific issue by request to Council at a regular meeting as a regular agenda item or under its committee report. This assists in controlling use of staff time to only those issues a majority of the Town Council wishes to pursue.
4. Town Council members agree that each shall be familiar with the Code of Ethics applying to all elected and appointed officials and will notify fellow Council members of any existing conflicts in a timely manner, should one arise. This is especially important when zoning matters are involved so that an appropriate replacement can be found, as required by Charter.
5. Council members recognize that attendance at regular meetings and acceptance of responsibilities on Council subcommittee meetings is necessary to accomplish Council goals.
6. Town Council members agree that these protocols as well as the Use of the Town Attorney rules, as attached to the Rules of Procedure, and our Rules of Procedure will assist us in the performance of our public duty.

AMENDED NOVEMBER 25, 2003

**APPENDIX 3
(Rules of Procedure)**

**TOWN COUNCIL POLICY
ACCEPTANCE OF GIFTS AND DONATIONS**

This policy, enacted by the Town Council, shall guide Town acceptance of gifts and donations. The Town Manager is hereby authorized to accept gifts and donations with an estimated value of \$25,000 or less and shall advise the Council of all gifts and donations of a significant value. Town Council approval shall be required for gifts and donations with an estimated value of approximately \$25,000 or more. When accepting gifts and donations, the Town Manager and Town Council should consider the general factors below and any others as deemed appropriate or applicable on a case by case basis.

Will the Gift/Donation:

1. Align with Town policies, programs, goals, and objectives?
2. Create a conflict of interest, or have the potential to negatively influence Town operations or reputation?
3. Require an ongoing level of operating and maintenance expenses which would make it unduly burdensome or cost prohibitive to accept?
4. Result in added operating or capital costs not available or not appropriated for the item(s) to be supported by the gift or donation?
5. Pose a burdensome level of additional potential liability and insurance requirements or legal obligations?

Council approval shall not be required for gifts and donations that replace existing materials and equipment or support and supplement Town funding for materials, equipment, programs, and services.

**Adopted by the Glastonbury Town Council
Date: March 10, 2020**

**APPENDIX 4
(Rules of Procedure)**

**TOWN COUNCIL POLICY
REMOTE PARTICIPATION BY THE PUBLIC**

- Public comments can be submitted in writing through the Town website until 2:00 p.m. on the day immediately preceding the respective Council meeting. Written public comment will include the writer's name and address and be limited to what can reasonably be read to the meeting record in three (3) minutes or less. Written public comment will be read during the public comment session.
- Public hearing testimony can be submitted in writing through the Town website until 2:00 p.m. on the day immediately preceding the respective Council meeting and public hearing. Written public hearing testimony will include the writer's name and address and be limited to what can reasonably be read to the meeting record in five (5) minutes or less. Written public hearing testimony will be read during the public hearing.
- Live public comment and public hearing testimony can be given by attending the meeting in person or through video conference.

**Adopted by the Glastonbury Town Council
Date: May 25, 2021**



Town of Glastonbury

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

Jonathan K. Luiz
Town Manager

ITEM #11(A)&(B)
11-14-2023 Meeting

November 9, 2023

The Glastonbury Town Council
2155 Main Street
Glastonbury, CT 06033

Re: Consent Calendar

Dear Council Members:

The following items are scheduled for Consent Calendar action on Tuesday evening.

a. Change of Zone – 55 Nye Road

This is an application of the Glastonbury Housing Authority to change the zoning of 55 Nye Road from Planned Employment Zone to Residence A Zone. Background information is contained in the attached memo by Director of Community Development Shelley Caltagirone. This matter is ready to be scheduled for a public hearing at the December 5th Council meeting.

The following motion is offered for Town Council consideration:

“BE IT RESOLVED, that the Glastonbury Town Council hereby schedules a public hearing for 8:00 p.m. on Tuesday December 5, 2023 in the Council Chambers of Town Hall with the option for Zoom Video Conferencing to consider the approval of the Glastonbury Housing Authority application for a change of zone at 55 Nye Road from Planned Employment Zone to Residence A Zone.”

b. Change of Zone – 55 Nye Road

This is an application of the Glastonbury Housing Authority to change the zoning of 55 Nye Road to Planned Area Development and adopt a Final Development Plan to allow a 64-unit affordable housing community. Background information is contained in the attached memo by Director of Community Development Shelley Caltagirone. This matter is ready to be scheduled for a public hearing at the December 5th Council meeting.

The following motion is offered for Town Council consideration:

“BE IT RESOLVED, that the Glastonbury Town Council hereby schedules a public hearing for 8:00 p.m. on Tuesday December 5, 2023 in the Council Chambers of Town Hall with the option for Zoom Video Conferencing to consider the approval of the Glastonbury Housing Authority application for a change of zone at 55 Nye Road to Planned Area Development and to adopt a Final Development Plan to allow a 64-unit affordable housing community”

Sincerely,

Jonathan Luiz
Glastonbury Town Manager

JL/sal
Attachments



Town of Glastonbury

Community Development

TO: Town Council

PREPARED BY: Shelley Caltagirone, Director of Community Development

REVIEWED BY: Jonathan Luiz, Town Manager

DATE: November 9, 2023

RE: **55 Nye Road Planned Area Development (PAD)**

Project Description

The Glastonbury Housing Authority (GHA) is proposing a mixed-income, affordable housing development on 11.31± acres at 55 Nye Road. The project proposes 64 rental dwelling units composed of 18 multi-family buildings with 80% or more units priced to be affordable to households earning 80% or less of Area Median Income. Unit sizes will vary from 1-3 bedrooms. The proposal includes one community building. Approximately 2.55 acres are proposed as dedicated open space and approximately 0.82 acres would remain in a conservation easement.

Zoning Analysis

55 Nye Road is currently zoned Planned Employment (PE), which prohibits new residential uses. Therefore, the proposed Final Plan of Development requires a double re-zoning to move forward – rezoning to Residence A and to Planned Area Development. The project utilizes the density bonus available to affordable housing developments, which allows a density of up to 10 units per buildable acre.

The site is bordered on two sides by Residence A zoning, and it is separated from the bulk of the PE zone by a conservation easement area to the east and south. The site is also within biking and walking distance to Town Center and existing walking and biking trails. These conditions are favorable for pursuing rezoning of the development site as Residence A to extend residential uses close to Town Center in a manner that is consistent with the Town's Plan of Conservation and Development and its Affordable Housing Plan.

Regulatory Review

- The Town Plan and Zoning Commission (TPZ) and Town Council held a joint public hearing on August 1st for the applicant to present the preliminary plan with the proposed uses, buildings, road and parking patterns, proposed recreation and open space, density, architectural style of buildings, and benefits of the proposal to the Town.
- The preliminary plan of development was forwarded to the PAD Sub-committee for refinement, with reviews on August 22, October 4, and November 14.

- The proposal is under review of the Architectural and Site Design Committee (ASDRC), with reviews on September 19, October 17, and November 14.
- The Water Pollution Control Authority will review the Sanitary Sewer Impact Report on November 8.
- The Inland Wetlands and Watercourses Agency will review the project's inland wetlands and watercourses permit on November 9.
- The TPZ public hearing opened on October 17 remains open until November 21, when the commission is expected to deliver a recommendation of the proposed re-zoning and final development plan.
- The Town Council has authority to consider approval of the proposed re-zoning to Residence A and Planned Area Development with adoption of a Final Development Plan.
- Land use approvals for the proposed affordable housing must be completed before the GHA can submit final funding applications to the State in January 2024.

Attachments:

Application for Change of Zone to Residence A

Application for Change of Zone to Planned Area Development and Final Development Plan

GLASTONBURY, CT
APPLICATION FOR CHANGE OF ZONE
 TO THE TOWN COUNCIL (ZONING AUTHORITY)

1. Applicant

Name Glastonbury Housing Authority
 Address 25 Risley Road
 Telephone (860) 652-7568
 Fax (860) 652-7582

2. Property Owner(s) (use separate sheet for multiple owners)

Name Glastonbury Housing Authority
 Address 25 Risley Road, Glastonbury, CT 06033
 Telephone (860) 652-7568
 Fax (860) 652-7582

3. Zone Change from: Planned employment

Zone Change to: Residence A

4. Location and Description of the Proposed Zone Change: 50 Nye Road. Currently an 8.62± to 12± acre site.
which sits on the north side of Nye Road. The parcel abuts property zoned Residence A to the West and North.

5. Map/Street/Lot E 5 4860 / N0005

6. Reasons for Proposed Zone Change: To allow for the development of approximately 60-70 units of affordable residential housing in 8 duplex units, 6 four-unit buildings and 3 eight-to-ten-unit buildings on between 8.62± acres and 12± acres.

(use separate sheet for any additional pertinent information)

7. The following shall accompany each application:

- (A) **Fee:** \$200.00 (plus \$60 State of CT fee) = \$260.00
- (B) Three (3) copies of a zone change map drawn to scale showing: area of proposed change; distance to nearest street corner; plot measurements; and street lines.
- (C) A list of the names and addresses of all property owners located within 500' of the property to be rezoned.

[Signature] 7/14/2023
 Signature of Applicant/Date
Executive Director

[Signature] 7/14/2023
 Signature of Owner(s)/Date (use separate sheet for multiple owners)
Executive Director

For Office Use	
Date Received _____	Fee Paid _____ Cash / Check
Town Plan and Zoning Commission recommendation _____	
Town Council Hearing Scheduled _____	
Hearing Advertised 1. _____	2. _____
Action _____ Notice of Action to Applicant _____	

GLASTONBURY, CT
APPLICATION FOR PLANNED AREA DEVELOPMENT

SUBMITTAL OF PRELIMINARY DEVELOPMENT PLAN
(1st step in PAD approval process)

A complete application shall include the following: \$100.00 application fee, 21 sets of the preliminary development plan, and a typed list (name and address) of all property owners located within 500' of the area to be rezoned.

PROPERTY DESCRIPTION/EXISTING ZONING: 55 Nye Road, Glastonbury CT 06033

Existing Zone is Planned Employment, however an application for a change of zone to Residence A is being

submitted simultaneously. Current property consists of a single story office building on an 8.62 acre - 12 acre lot.

Applicant

Name Glastonbury Housing Authority

Address 25 Risley Road

Glastonbury, CT 06033

Telephone (860) 652-7568

Fax (860) 652-7582

Property Owner

Name Glastonbury Housing Authority

Address 25 Risley Road

Glastonbury, CT 06033

Telephone (860) 652-7568

Fax (860) 652-7582

DEVELOPMENT PROPOSAL:

Proposed change of zone application from Planned Employment to Residence A and a Planned Area Development (PAD) for

between 8.62 acres and 12± acres on the north side of Nye Road, with an address of 50 Nye Road, for between 60 and 70

residential units in 8 duplex units, 6 four-unit buildings, 3 eight-to-ten-unit buildings and 2.55± acres proposed to be dedicated as open space and .82± acres for a conservation easement.

Signature *[Signature]*
Applicant or Executive Director
Authorized Representative

Date 7/14/2023

Signature *[Signature]*
Owner or Executive Director
Authorized Representative

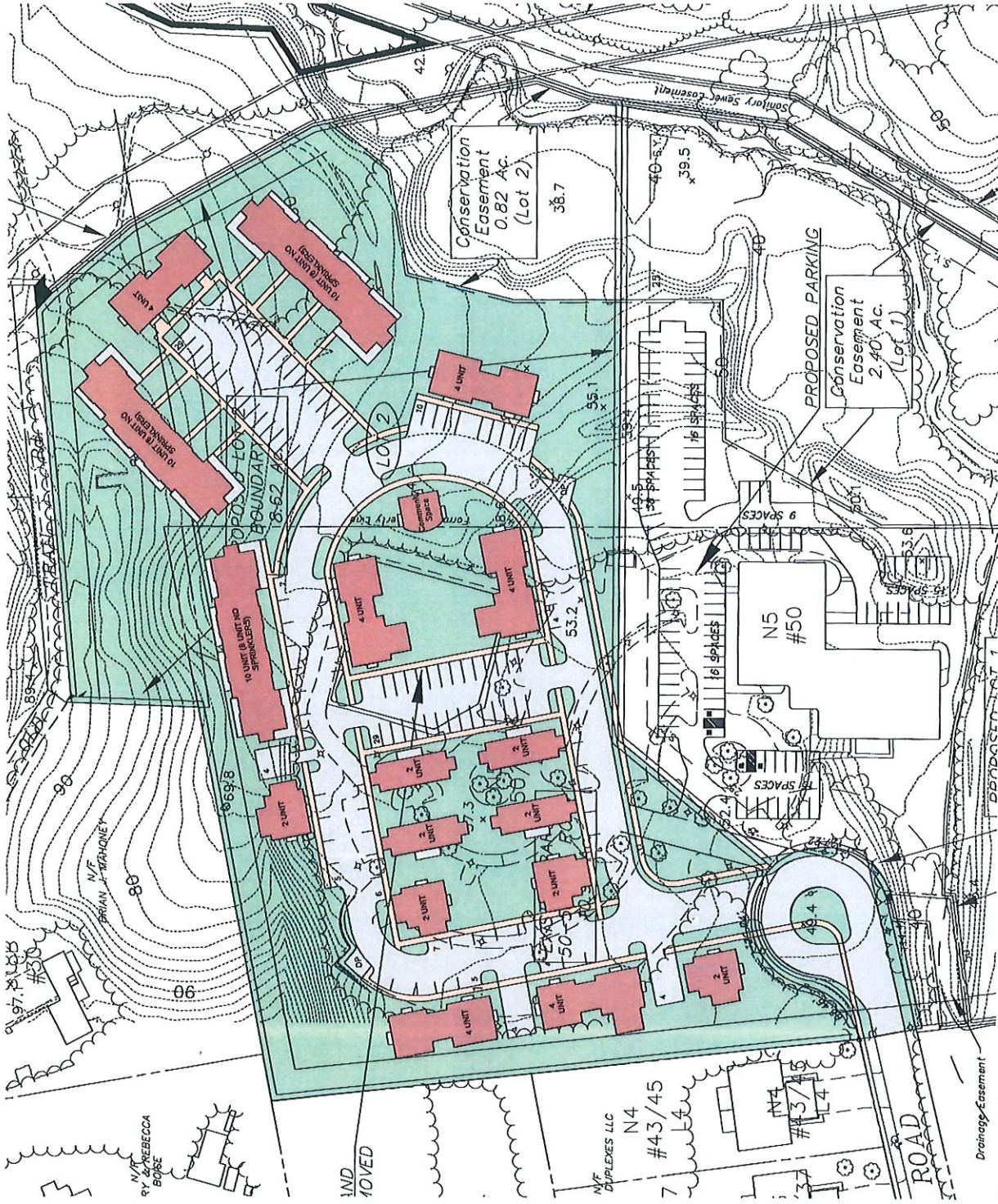
Date 7/14/2023

For Office Use

Date Received: _____ Fee Paid: _____ Cash / Check

Joint Public Hearing Scheduled: _____

Scale 1"=40'



Site Concept - 2



Town of Glastonbury

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

ITEM #12 (AMENDED)
11-14-2023 Meeting

Jonathan K. Luiz
Town Manager

November 9, 2023

The Glastonbury Town Council
2155 Main Street
Glastonbury, CT 06033

Re: Town Manager's Report (Amended)

Dear Council Members:

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

1. Glastonbury Community Action Partnership (CGAP) Receives Award

The Glastonbury Community Action Partnership (GCAP) has been selected to receive the 2023 Coalition of the Year Award from the CT Association for Prevention Professionals. This award recognizes organizations that have demonstrated significant contributions to substance abuse prevention in Connecticut. GCAP works in partnership with the Town to prevent drug and alcohol misuse in the Glastonbury community and is comprised of members from Glastonbury Youth and Family Services, Amplify, Governor's Prevention Partnership, Glastonbury Police Department, Glastonbury Parks and Recreation, school personnel, faith communities, prevention specialists, business owners, youth, parents, and additional community members. Members of GCAP will be presented the 2023 Coalition of the Year Award at the 2023 CAPP Annual Meeting on Friday, November 17, 2023.

2. Quarterly Report from Community Development

The attached memorandum and report from Director of Planning and Land Use Services Shelley Caltagirone summarizes residential and commercial development activity in Glastonbury for the third quarter of this calendar year. This includes projects approved, pending, constructed and under construction.

3. Budget Schedule

The following dates are anticipated for the start of the FY24 budget process:

Meeting	Date	Time	Location (all include option for Zoom)
Capital Improvement Workshop	Wednesday, January 17 th or Thursday, January 18 th	6:00 p.m.	RCC, Community Room B
Annual Town Meeting	Tuesday, January 23 rd (regular Council meeting to follow)	6:00 p.m.	Council Chambers
Budget Workshop – Town Operations (initial presentation)	Tuesday, February 27 th (regular Council meeting to follow)	6:00 p.m.	Council Chambers
Budget Workshop – Board of Education	Wednesday, February 28 th	6:00 p.m.	Council Chambers
Budget Workshop – Town Operations (continued presentation)	Thursday, February 29 th	6:00 p.m.	Council Chambers
Final Budget Public Hearing and Action	Wednesday, March 20 th or Thursday, March 21 st (FBH action required no later than March 27 th)	7:00 p.m.	Council Chambers

4. Glastonbury EMS (GEMS) Weekly Update

Attached are two weekly reports from GEMS indicating the number of calls received and current staffing levels.

5. Urban and Community Forestry Planning Grant Application

On October 24th, the Town of Glastonbury submitted a grant application to the State requesting funding to develop a Comprehensive Forest Action Plan (The Plan). The Plan would serve as a decision-making tool to prioritize locations, issues, and goals to strategically manage, conserve, and enhance open space and forest land for habitat, resilience, and recreation. The grant request is for approximately \$65,000 (max amount) with primarily an in-kind services match by the Town. The grant, if awarded in late November, would run from Jan 2024 – Jan 2025. I will keep you posted on whether or not the Town receives the grant award.

6. Remaining 2023 Council Meeting Schedule

Per the schedule of regular Council meetings for calendar year 2023, the second meeting in November is scheduled "as needed" for November 21st or November 28th. There is only one meeting scheduled in December on the first Tuesday of the month, December 5th. At this time, I am not aware of any pressing business that would require the Council to meet on November 21st. I will apprise Council Leadership of any matters that would need to come before the Town Council on November 28th.

7. Safe Streets for All Grant

The Town applied for a US DOT Safe Streets for All Grant in October of 2023. Specifically, we applied for a Planning and Demonstration Grant that would have helped us develop a well-defined strategy to prevent roadway fatalities and serious injuries. We were recently informed that we were not selected for funding. Staff is contacting program evaluators for feedback. We suspect that the Town's relative lack of accidents and economically distressed areas were determining factors. The grant application required provision of information regarding both items.

8. Special Report – Crime in Glastonbury

The Police Chief is preparing a special report concerning crime in Town, with a focus on motor vehicle related crime. I anticipate the Chief will present the report in person at the December 5th Council meeting. In the meantime, I wanted to share the following facts that were provided by Chief Porter:

- GPD minimum midnight shift staffing level is four officers. Staffing levels do vary depending on day off rotations, sick and vacation time, and special assignments, but the minimum is four.
- GPD staffing levels on midnight shift were increased earlier this year for the purpose of addressing concerns of motor vehicle related crime, including catalytic converter thefts.
- Over the past several years police officers were assigned special details on midnight shift including surveillance and "hot spot" patrolling in response to residents' concerns and crime sprees. These special details supplemented regular staffing levels.
- The Police Chief continually reviews department staffing levels and adjusts as needed.
- The Police Department has essentially prohibited parking at the top of Crystal Ridge Road while the Chief finishes his discussions with homeowners on that road.

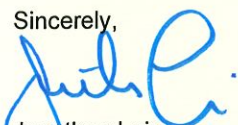
9. Capital Improvement Program – Status Report

It is anticipated that a status report on capital projects will be included in the December 5th Town Manager's Report.

10. Highway Bridge Inspections

The CT DOT has contracted with Transystems to conduct an inspection of Bridge No. 00384 which carries Route 2 traffic over Griswold Street on November 27th and an inspection of Bridge No. 00386 which carries Route 2 traffic over House Street Lane on December 5th. Traffic disruption will be in place from approximately 9:00 a.m. to 3:00 p.m. Closures on Griswold and House Streets will be implemented.

Sincerely,



Jonathan Luiz
Glastonbury Town Manager

JL/sal
Attachments



Town of Glastonbury

COMMUNITY DEVELOPMENT • (860) 652-7510 • planning@glastonbury-ct.gov

TO: Jonathan Luiz, Town Manager
FROM: Shelley Caltagirone, Director of Planning and Land Use Services *SLC*
DATE: November 3, 2023
RE: Community Development Quarterly Report Jul – Sep, 2023

RECEIVED
2023 NOV -3 PM 1:27
TOWN MANAGER

This report is an update on preliminary, active, and recently closed applications under review by the Planning and Land Use division of Community Development. In addition to the status updates listed in the attached spreadsheet, please note the following special project updates:

2283-2289 Main Street (aka Main/Hebron): The applicant for the Main/Hebron project submitted for review in September a substantially scaled back proposal. The project would no longer include any residential use. They would maintain the commercial buildings with the exception of 2345 Main Street (bicycle shop building), which would be replaced with a new 2-story commercial building. The project would also include substantial site work to bring the site into compliance with parking requirements. The project will go before Plans Review for initial comments from the Town Plan & Zoning Commission officers and the Architectural & Site Design Review Committee before proceeding with a Special Permit application. Since this proposal no longer includes mixed-use development, the proposed changes to the Town Center zoning district to allow for commercial space reductions in mixed-use developments will no longer be relevant. As proposed, the project appears to be compliant with the current Building-Zone Regulations.

Community Development staff is also researching and/or drafting the following text amendments:

- Commercial Vehicle Parking as an Accessory Use in Residential Zones
- Main Street Flood Zoning District
- Town Center Commercial Space Reduction

A general Building-Zone Regulation clean-up is tentatively scheduled to restart in early 2024 pending the availability of the Building-Zone Regulations Working Group.

Attachment:

1. Development Project Summary, Jul 1 – Sep 30, 2023

Community Development Quarterly Report

Development Projects Summary for July 1 - September 30, 2023

Active Applications			
Address	Approval Process	Project Description	Notes
55 Nye Rd	PAD Affordable Housing Development and Rezoning of Property	64 Unit Affordable Housing Development	Admin Review on 8/30, PAD Review on 8/22 and 10/4, ASDRC on 9/19
2815 Main St	Special Permit and Flood Zone Waiver	Construction of New Bank	PRSC on 9/27, ASDRC Review on 8/15
Closed Applications			
Address	Approval Process	Project Description	Notes
2155 Main St	Text Amendment for Flood Zone	Allow flood zone to be regulated at 100 year floodplain on Commercial Corridor on Main St	TPZ recommended approval 8/22
2941 Main St	Chick Fil A 12.9 Minor Change	Install two canopies in drive thru area	Applicant working with property owner on lease agreement prior to new application
2155 Main St	Text Amendment for Commercial Vehicle and RV Parking Reg	Revised Commercial Vehicle and RV Parking Reg	TPZ recommended approval 8/22, Having Subcommittee with TPZ and TC to discuss further
2155 Main St	Text Amendment to Forestry Regulations	Revised Forestry Regulations	TC approved 7/11
89 Woodland St	Subdivision	1 Lot Subdivision	TPZ approved 7/18
152 Dug Rd	Subdivision	1 Lot Subdivision	TPZ approved 7/18
2155 Main St	Text Amendment Inclusionary Zoning	Revise Inclusionary Zoning Regs	TC approved 7/25
148 Eastern Blvd	12.9 Minor Change	Approval of Parking Plan for Medical Office	TPZ approved 8/8
80 Candlelight Dr	Special Permit	Accessory Apartment	TPZ approved 8/8
1145 Tryon St	Special Permit	Renewal of Excavation Permit	TPZ approved 8/8
63 Woodland St	Special Permit	Excavation Permit	TPZ approved 8/22
769 Hebron Ave	Special Permit and 12.9	Work with in Flood Zone to construct Solar Carport	ASDRC on 8/15, TPZ approved 9/19
2155 Main St	8-24 Approval	Bell Street Sidewalks	TPZ approved 7/18
2155 Main St	Design Guidelines	Adopt Design Guidelines for ASDRC	ASDRC on 9/21, TPZ on 10/3, TC approved 10/24

continued on next page

Pre-Application Review			
Address	Approval Process	Project Description	Notes
50 Feldspar Ridge	PAD Affordable Housing Development and Rezone of Property	174 Unit Condo Development with Affordable Units	Admin Review on 9/20, PAD Review on 10/4, On hold working with neighbors
115 Sequin Dr	Special Permit	Construction of new building for Landscape Contractor	ASDRC on 9/19, PRSC on 10/11
2283-2289 Main St	Special Permit	New Commerical Construction and Consolidated Site Plan	Admin Review 9/20, Not doing mixed use cause text amendments not being supported
244 Naubuc Ave	Special Permit work in Flood Zone	Addition and Parking Expansion	PRSC on 7/12, ASDRC Review on 8/15
148 Oak St	Special Permit	Convert existing home to Office for Plumbing Contractor	Admin Review 7/19, ASDRC Review on 9/19
140 Glastonbury Blvd	PAD Revision	Window Replacement at Somerset Square	ASDRC on 8/15

Glastonbury EMS Weekly Update

October 29-November 4



Position

Chief Chris Ferrall - Interim
 Training Coordinator Carrie Yarina-Rich
 Duty Shift Supervisor Multiple
 Quality Assurance John Pelow II
 Office Manager Melissa Kutka
 President Chris Ferrall
 Treasurer Heidi Heim
 Secretary Carrie Yarina-Rich

Position duties are currently being re-evaluated.
 Position duties are currently being re-evaluated.
 Position duties are currently being re-evaluated.

EMS Calls for the week of October 15 - 21

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Calls	8	10	22	18	7	18	15

Schedule for week of October 22-28

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am-6pm	Covered	Covered	Covered	Covered	Covered	Covered	Covered
7am-7pm	Covered	Covered	OPEN	Covered	Covered	Covered	Covered
6pm-6am	Covered	Covered	Covered	Covered	Covered	Covered	Covered
Special Event	None	None	None	None	None	Covered	None
EMS Calls	16	10	12	19	13		

Full time employees 7
 Part time employees 15
 In training employees 2
 Volunteers - Active 5
 Volunteers - On leave 3
 Volunteers - Training 2

Schedule for week of October 29-November 4

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am-6pm	Covered	Covered	Covered	Covered	Covered	Covered	Covered
7am-7pm	OPEN	Covered	OPEN	Covered	Covered	Covered	Covered
6pm-6am	Covered	Covered	Covered	Covered	Covered	Covered	Covered
Special Event	None	None	None	None	None	None	None

Chris Ferrall attended the community case review meeting on Wednesday October 25th

Submitted by
 Chris Ferrall
chris.ferrall@gvaa.org

Glastonbury EMS Weekly Update

November 5-11



Position
 Chief Chris Ferrall - Interim
 Training Coordinator Carrie Yarina-Rich
 Duty Shift Supervisor Multiple
 Quality Assurance John Pelow II
 Office Manager Melissa Kutka
 President Chris Ferrall
 Treasurer Heidi Heim
 Secretary Carrie Yarina-Rich

Position duties are currently being re-evaluated.
 Position duties are currently being re-evaluated.
 Position duties are currently being re-evaluated.

EMS Calls for the week of October 22-28

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Calls	16	10	12	19	13	21	9

Schedule for week of October 29-November 4

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am-6pm	Covered	Covered	Covered	Covered	Covered	Covered	Covered
7am-7pm	Covered	Covered	OPEN	Covered	Covered	Covered	Covered
6pm-6am	Covered	Covered	Covered	Covered	Covered	Covered	Covered
Special Event	None	None	None	None	None	Covered	None
EMS Calls	5	11	12	10	13	2	

Schedule for week of November 5-11

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am-6pm	Covered	Covered	Covered	Covered	Covered	Covered	Covered
7am-7pm	Covered	Covered	OPEN	Covered	Covered	Covered	Covered
6pm-6am	Covered	Covered	Covered	Covered	Covered	Covered	Covered
Special Event	None	None	None	None	None	None	None

No events or meetings occurred this week
 Call volume is down from the last few weeks.

Submitted by
 Chris Ferrall
chris.ferrall@gvaa.org



INSTR # 2023006174
DATE FILED 10/31/2023 04:20:58 PM
MICHELLE KRAMPITZ
TOWN CLERK
GLASTONBURY CT

**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

*Glastonbury Town Council
Regular Meeting Minutes of October 24, 2023
Recording Secretary - NY
Minutes Page 1 of 15*

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.

*Glastonbury Town Council
Regular Meeting Minutes of October 24, 2023
Recording Secretary – NY
Minutes Page 2 of 15*

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

*Glastonbury Town Council
Regular Meeting Minutes of October 24, 2023
Recording Secretary – NY
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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

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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

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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.

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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 farmers 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.

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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 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.

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- 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

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- 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.

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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

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- (\$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).

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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

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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

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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

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Result: Motion passed unanimously {8-0-0}.

4. Adjournment.

Motion by: Ms. Carroll

Seconded by: Mr. Cavanna

BE IT RESOLVED, that the Glastonbury Town Council hereby adjourns the Town Council meeting of November 2, 2023 at 7:04 p.m.

Result: Motion passed unanimously {8-0-0}.

Respectfully submitted,

Lilly Torosyan

Lilly Torosyan
Recording Clerk

Thomas Gullotta
Chairman