



Town of Glastonbury

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

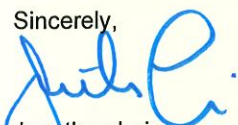
9. Capital Improvement Program – Status Report

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.
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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
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Position duties are currently being re-evaluated.
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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