

Town of Glastonbury

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

ITEM #7 02-27-2024 Meeting

Jonathan K. Luiz Town Manager

February 23, 2024

The Glastonbury Town Council 2155 Main Street Glastonbury, CT 06033

Re:

Town Manager's Report

Dear Council Members:

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

1. Budget Schedule Reminder

Below is the schedule of upcoming Town Council budget meetings:

Meeting	Date	Time	Location (with Zoom option)
Town Council Budget Workshop –	Tuesday, February 27 th	6:00 p.m.	Council Chambers
Town Operations (initial presentation)	(regular Council meeting to follow)		
Town Council Budget Workshop –	Wednesday, February 28 th	6:00 p.m.	Council Chambers
Board of Education			
Town Council Budget Workshop –	Thursday, February 29 th	6:00 p.m.	Council Chambers
Town Operations (continued presentation)	1.50		
Town Council Budget Workshop -	Monday, March 4 th	6:00 p.m.	Council Chambers
Town Operations	10000		
(continued presentation as needed)			
Town Council	Wednesday, March 20th (FBH	7:00 p.m.	Council Chambers
Final Budget Public Hearing and Action	action required no later than March 27 ^{th)}	•	

2. Board of Assessment Appeals Appointment

At the February 13, 2024 Town Council meeting, Council reappointed Marion Terry (R-2027) to the Board of Assessment Appeals. It should have been noted that the reappointment was as an alternate board member.

3. Farm Assistance Grant Program

The Marketing & Communications Specialist and I have recently begun work on the ARPA funded grant program for eligible Glastonbury farmers. She was instrumental in creating and administering the previous ARPA funded grant program benefiting small businesses. I expect the application will be live in April, with applications due in June.

4. Proposed Cannabis Retail Establishment at 32 Main Street in East Hartford

I participated remotely in the February 14th East Hartford Planning and Zoning Commission Meeting and expressed during the public hearing portion of the meeting the Glastonbury Town Council's opposition to the project. I emphasized the concerns with the drive-thru component of the application. The East Hartford Planning and Zoning Commission did vote to approve the Special Permit Application for the development.

5. Glastonbury Emergency Medical Services (GEMS)

Attached are recent weekly updates from GEMS.

6. MLK39 Mural Project

An agreement between the Town and RiseUp Group has been fully executed. The agreement (attached) was drafted by the Town Attorney. He took into consideration previous agreements RiseUp signed with other municipalities, as well as the Council resolutions authorizing me to sign the agreement and supporting the establishment of a mural featuring people/images significant to Glastonbury's history with a focus on those who furthered the cause of civil rights. RiseUp and a group of citizens advocating for the project have partnered together to create a survey and establish a patronicity fundraising website. The links to the survey and the link to the patronicity site are below. Donations go to RiseUp and will cover the artist payment, materials and supplies, community engagement, and a community mural celebration. Patronicity link: https://www.patronicity.com/project/glastonbury mural project#!/

Survey link: https://docs.google.com/forms/d/e/1FAIpQLSdxEms4a0kZ5bR5fvIqjjIcCwbHgYJ8gsPF-XXI7n1j5Gmxgg/viewform

7. Affordable Housing Project - Nye Road

The Glastonbury Housing Authority (GHA) Commission met on February 22nd for the first time since the January 17th application deadline for Connecticut Housing Finance Authority's Low Income Housing Tax Credit Program. Neil Griffin, Executive Director of the Authority, provided the following summary on the Nye Road project:

CHFA set a January 17, 2024, application submission deadline for the 2024 LIHTC funding round. Acquisition of the Nye Road parcel occurred on August 5, 2023. Once site control was established, GHA was able to commence the design work and seek the necessary local approvals. GHA was able to develop a design to meet the satisfaction of the Town for zoning approval however the initial cost exceeds the sources of funding. More time is needed to refine the design in an effort to reduce costs and identify additional funding opportunities. The development team is continuing to work towards submitting a January 2025 application. This additional time will allow for further investigation into solar options, provide opportunities to apply for other funding sources that the project was unable to apply for, in the five-month window the project development team had.

8. 2024 Local Transportation Capital Improvement Program Grant Application

The Town submitted to the Capital Region Council of Governments a \$1,298,800 grant application under the Local Transportation Capital Improvement Program (LOTCIP). The funds would cover 100% of the construction costs for pedestrian safety improvements and traffic signal equipment enhancements near the intersection of New London Turnpike, Chestnut Hill Road and Quarry Road. Attached is a summary of the proposed project. Town staff will be responsible for geometric intersection design, sidewalk design and a portion of construction oversight. Town staff will receive assistance from an engineering firm with signal programming and signal specifications. This project was previously funded by CIP with \$100,000 from local taxes and \$734,511 from federal ARPA funds. Since this project is unlikely to meet the ARPA deadlines, the Town Manager's proposed FY '25 budget reallocates the ARPA dollars from this project to the Road Overlay Program.

9. Sustainable CT Recertification

Staff has begun pursuing recertification through the Sustainable CT program. The Town most recently renewed its status as a Silver-certified community in 2021 for a three-year term ending in 2024. Glastonbury also received the inaugural Climate Leader Designation (CLD) award in 2023, which must be renewed annually. Over the coming months, Town staff will review program actions and prepare/execute efforts to maintain both certifications with applications due by August 20, 2024. To achieve Silver, the Town must demonstrate the implementation or completion of a vast set of actions within the last 3 years, while CLD certification recognizes activity within the last year only. Program actions have specific and complex requirements and range from infrastructure projects to programming, ordinances, energy efficiency, audits, homelessness, housing, staff training, greenhouse gases, communications, and more. As such, each recertification process necessitates considerable commitment of staff time and effort. Additionally, Sustainable CT does not provide a monetary award for achieving certification. SCT does offer a Community Match Program (CMP), which offers funding for one-time projects that include community fundraising; however, certification is NOT required for (CMP) participation. To help assess the value of program participation, Town staff will track how much time it spends on the certification application throughout the 2024 application cycle.

10. Proposed Pavilion at the Riverfront Community Center

The Town Plan and Zoning Commission (TPZ) granted final approval for construction of a 30'x 40' open air pavilion behind the Riverfront Community Center at its February 20, 2024meeting. Action on the application had been tabled at the Commission's prior meeting in order to receive further feedback from the Architectural Site Design Review Committee (ASDRC). Pavilion installation will occur as part of a larger construction contract that will also include lighting installation around the perimeter of the recently completed pickleball courts. Both project components are under a \$500,000 grant award through the State's Small Town Economic Assistance Program (STEAP). The Town's 20% match to the grant award is already in place. The attached file includes images of the prefabricated pavilion structure type selected by staff and approved by the TPZ. Following extensive discussion, the TPZ and ASDRC agree that the structure architecture complements that of the Riverfront Community Center and its associated patio and is appropriate for the proposed location. The proposed location is depicted on the attached site plan, however, actual location of construction will be 10' northerly per suggestion of the TPZ and ASDRC. The pavilion will be used for Community Center outdoor programming and casual public use when programs are not in session. It will also provide a covered area for people to congregate while waiting to use the pickleball courts. Movable table/bench combination furniture will be available for use as well. The structure will not be available for party reservation, thus no additional parking demand will be created by its installation. Staff is currently working with STEAP grant administrators to gain permission to advertise the project for construction. Plans and specifications were generated by Town staff and are essentially complete. A late March date is targeted for advertisement.

11. State Motor Vehicle Tax Task Force Report

A report has recently been produced by the Motor Vehicle Tax Force. Special Act 23-24 established a Task Force and charged it with studying the feasibility of repealing the motor vehicle property tax and the potential impact on municipal budgets. It also required the task force to analyze possible sources of replacement revenue for municipalities, including an annual 8% tax on direct net premiums received by insurance companies for private passenger nonfleet auto insurance policies and on homeowner insurance policies for property in the state. The act required the Task Force to submit its findings and recommendations to the Planning and Development and Finance, Revenue and Bonding committees by February 1, 2024. The Task Force terminates after it submits the report. The report can be found at the following link: https://www.cga.ct.gov/2024/rpt/pdf/2024-R-0048.pdf.

12. Public, Educational and Governmental Programing & Educational Technology Investment Account Grant

The Library has submitted to the Connecticut Public Utilities Regulatory Authority (PURA) a grant application to be funded by the Public Educational and Governmental Programming and Education Technology Investment Account (PEGPETIA). The request is for \$74,089.41 to help the library acquire the technology infrastructure, equipment and software for the newly built maker space area now referred to as the 2CF Studio. Pertinent sections of the grant application are attached.

Sincerely

Jonathan Luiz

Glastonbury Town Manager

JL/sal Attachments

Glastonbury EMS Weekly Update

February 11 - February 17

Position

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

Full time employees 8
Part time employees 15
In training employees 4
Volunteers - Active 5
Volunteers - On leave 3
Volunteers - Training 2

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

Calls for week of February 4 - February 10

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	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Calls	14	11	11	7	13	13	6

Schedule for week of February 11 - February 17

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am-6pm	Covered	Covered	Covered	Covered	Covered	Covered	Covered
7am-7pm	OPEN	OPEN	Covered	OPEN	OPEN	Partial	Covered
6pm-6am	Covered	Covered	Covered	Covered	Covered	Covered	Covered
Special Event	None	None	None	None	None	None	None
EMS Calls		6 10	9	13	11	. 11*	
		,		•		*as of 2200	

Schedule for week of February 18 - February 24

		Juleaui	e for week of	rebluary 10 - re	bruary 24		
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am-6pm	Covered	Covered	Covered	Covered	Covered	Covered	Covered
7am-7pm	OPEN	Covered	Covered	OPEN	OPEN	Covered	Covered
6pm-6am	Covered	Covered	Covered	Covered	Covered	Covered	Covered
Special Event	None	None	None	None	None	None	None

Submitted by Chris Ferrall chris.ferrall@gvaa.org



AGREEMENT

This Agreement ("Agreement") is entered into as of the date of the later signature below by and between the Town of Glastonbury ("Town") and The RiseUP Group, Inc. ("RiseUP"), hereafter collectively referred to as the "Parties." In consideration of the covenants set forth below and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows.

WHEREAS, RiseUP has completed multiple mural and public arts projects across the state of Connecticut; and

WHEREAS, RiseUP has run multiple successful crowdfunding campaigns with Patronicity and qualified for matching grant funds from the Sustainable CT Community Match fund to install murals across the state of Connecticut; and

WHEREAS, The Town desires to engage RiseUP to act as a consultant to run such a crowdfunding campaign and obtain matching grant funds to support the creation of a mural featuring images significant to the history of the town of Glastonbury with a focus on those who furthered the cause of civil rights.

NOW THEREFORE, The Parties hereto do mutually agree as follows:

1. Scope of services.

RiseUP shall act as the Town's consultant in performing a crowdfunding campaign with an emphasis on obtaining matching grant funds to support the creation of a mural featuring images significant to the town of Glastonbury with a focus on those who furthered civil rights (the "Project"). RiseUP shall assist the Town in the solicitation, selection and oversight of an artist to complete the Project. Once selected, the artist shall submit at least three conceptual designs for the Project. RiseUP will also seek community input into the design of the mural. The Town shall have final approval of the design. The mural shall be prepared on panels for installation at a location and manner to be chosen by the Town.

2. Term.

The term of this Agreement shall begin on the date of execution and, unless extended in writing by the Parties, shall end by December 31, 2025.

3. Compensation.

The Town shall bear no expense with respect to the Project.

4. Rights of Town.

The Town reserves the right to move the mural to alternate locations at the sole discretion of the Town. The Town also reserves the right to remove the mural from public display at any time.

5. Personnel.

RiseUP represents that it has, or will secure at its expense, all personnel required to perform the services under this Agreement. Such personnel shall not be employees of, or have any contractual relationship with, the Town.

6. Equal Employment Opportunity.

During the performance of this Agreement, RiseUP agrees that it will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin.

7. Compliance With Laws.

RiseUP shall comply with all applicable laws, ordinances and codes of the Federal Government, State of Connecticut and Town of Glastonbury, and shall commit no trespass on any public or private property in performing any of the Project covered by this Agreement.

8. Subcontracting.

RiseUP shall give its full care and attention to the faithful execution of the Project, shall keep the Project under its personal control, and shall not assign or sublet the Project or any part of the Project except with the prior written consent of the Town.

9. RiseUP's Indemnification.

RiseUP covenants and agrees, to the fullest extent permitted by law, to indemnify, protect and save harmless the Town from and against all costs or expenses resulting from any and all losses, damages, detriment, suits, claims, demands, costs, charges, including attorneys' fees and defense costs, if any, which the Town may directly or indirectly suffer, sustain or be subjected to, to the extent caused by RiseUP's, or its employees', agents', contractors,' subcontractors', artists', volunteers' or materialmen's negligent act, error or omission, or willful misconduct, in connection with the Project to be preformed pursuant to this Agreement or any activities in connection with said Agreement, whether such losses and damages be suffered or sustained by said Town directly or by its employees, licensees, or invitees or be suffered or sustained by other persons or entities who may seek to hold the Town liable therefor.

RiseUP further undertakes to reimburse the Town for damage to property of the Town caused by RiseUP, or its employees, agents, contractors, subcontractors, artists, volunteers or materialmen or by faulty, defective or unsuitable material or equipment used by it or them.

10. Insurance.

RiseUP shall carry the following insurance:

- A. Comprehensive General Liability Minimum Limits
 - \$1,000,000 Each Occurrence

- \$2,000,000 Aggregate
- \$2,000,000 Products Completed Operations
- \$1,000,000 Personal & Advertising Injury
- \$100,000 Fire Damage (any one fire)
- \$10,000 Medical Expenses (any one person)
- B. Commercial Auto Liability Minimum Limits
 - \$1,000,000 Combined Single Limit
 - Including owned vehicles, non-owned vehicles and employee non-ownership
- C. Commercial Umbrella Liability Minimum Limits
 - \$1,000,000 Each Occurrence
 - \$1,000,000 Aggregate
- D. Worker's Compensation: Statutory Limit

Employer's Liability: \$500,000 bodily injury for each accident

- \$500,000 bodily injury by disease for each employee
- \$500,000 bodily injury disease aggregate

DESCRIPTION SECTION - Must include the following:

The Town of Glastonbury, its agents, officials, employees, volunteers, boards and commissions are included as an Additional Insured on the Automobile and General Liability policies.

CERTIFICATE HOLDER SECTION – Must include the following:

The Town of Glastonbury 2155 Main Street Glastonbury, CT 06033

Insurance coverage shall remain in full force for the duration of the Agreement term.

11. Agreement Final Expression.

This Agreement is intended by the Parties hereto as a final expression of their Agreement and as a complete and exclusive statement of the terms thereof.

12. Counterparts.

This Agreement may be signed in one or more counterparts, and by way of digital or electronic signature or facsimile.

13. Miscellaneous.

This Agreement and the rights and obligations of the Parties will be governed by the laws of the State of Connecticut. Should any provision of this Agreement be deemed unenforceable, such provision will be restated, in accordance with applicable law, to match most closely the intentions of the Parties, and the remainder of this

Agreement will remain in full force and effect. The failure of either party to enforce any right or take any action will not be deemed a waiver of any right. Paragraph headings are for convenience only and will not be used to construe this Agreement.

Any dispute or controversy which cannot be resolved by the Parties shall be subject to the sole jurisdiction of the Superior Court of the State of Connecticut. In any Court action to enforce this Agreement, the prevailing party shall be entitled to attorney's fees and costs.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the dates below.

Town of Glastonbury

Jonathan Luiz

Town Manager

Matt Conway

Its Executive Director

ATTACHMENT A - PROJECT PURPOSE AND NEED

ATTACHMENT A PROJECT PURPOSE AND NEED

The proposed project focuses on improving pedestrian crossing safety at an important signalized intersection in the Town of Glastonbury. Overall recent vehicle vs. pedestrian accident experience in the Hartford region and State of Connecticut has demonstrated the need for concerted efforts which specifically target implementation of measures that minimize accident potential. The subject intersection is described as follows:

New London Turnpike/ Chestnut Hill Rd/Quarry Rd

Best available records indicate that the signal equipment at this intersection was installed in the mid 1970's. The Controller may have capability to accommodate a pedestrian crossing phase, however given the age of the equipment, it is deemed prudent to replace the controller along with signal heads, span wire, vehicle detection equipment, cabinets etc. Traffic congestion and queueing is not a concern at this intersection, however average daily traffic counts at this location are easily significant enough to warrant an exclusive pedestrian phase with all appropriate push button pedestals and sidewalk ramps. The latest Average Daily Traffic count data for intersection approaches is listed as follows:

New London Turnpike – Northbound/Southbound approaches	5,000
Chestnut Hill Rd – Eastbound approach	4,700
Quarry Rd – Westbound approach	3,300

In addition to the substantive traffic volumes, the sightline looking left on the eastbound approach is limited, thereby necessitating an existing right on red prohibition. The sightline in combination with the significantly declining road grade on the southbound approach further supports the need for protected crossings.

Land use in the vicinity of the subject intersection also supports the proposed project. Hopewell Elementary School is located approximately 750 feet west of the intersection. Glastonbury Board of Education policy for this student age group requires students to walk to school if they live within ½ mile of the school and have safe passage. The proposal will allow for students to walk to school due to the associated sidewalk extensions to the intersection and the pedestrian crossing safety improvements. Experience shows that school facilities are often accessed during non-school hours as well for various programs and use of the outdoor recreational space. Summer Parks and Recreation Department programs are held at this facility when school is not in session. Other land uses in the area include a 58-unit condominium development at the intersection. Residents of this development and nearby single-family home developments will benefit from the safety improvements as well. Other nearby land uses include Glastonbury Fire Company # 3 located approximately 700 feet west of the intersection. The existing traffic signal does not accommodate emergency pre-emption from responding vehicles. The proposal herein will include such equipment. Other nearby land uses include three small retail plazas south of the intersection and a daycare facility located just east of the intersection. Proposed improvements will allow safe non-motorized access to these establishments.

This proposal to improve pedestrian safety is consistent with a long-standing Town objective to make Glastonbury a pedestrian and bicycle friendly community. Over the past 2 decades, the Town has independently funded numerous sidewalk projects that fill gaps within the network between neighborhoods and/or provide direct safe access to destination facilities. A sidewalk master plan with associated sidewalk section evaluation matrix has been developed to assist Professional staff and Elected/Appointed Officials in deciding how to best allocate funds for this purpose (See Attachment C). The matrix identifies 10 categories for evaluation and provides a "score" for each section. Decision makers use the matrix as a guidance document when considering sections of priority. The Town also budgets both Capital Improvement and Operating account funding on an annual basis for the maintenance of existing sidewalks. In addition, the Town is a recent recipient of a Federal Safe Streets for All (SS4A) planning grant. This grant will fund creation of a community-wide action plan that will identify and prioritize measures which improve transportation safety along with suggested public processes for gaining resident concurrence for implementation.

Specific pedestrian crossing improvement projects have been implemented in recent years as well. Examples include:

- 1. Installation of three (3) of Rectangular Rapid Flashing Beacons (RRFB) on Glastonbury Blvd
- 2. Developer required installation of RRFB on New London Turnpike
- 3. Two stage signalized pedestrian crossing at the Route 17/Main St/Buttonball Lane intersection
- 4. Construction of raised islands at unsignalized locations on Main St in the Town center to reduce crossing distance.

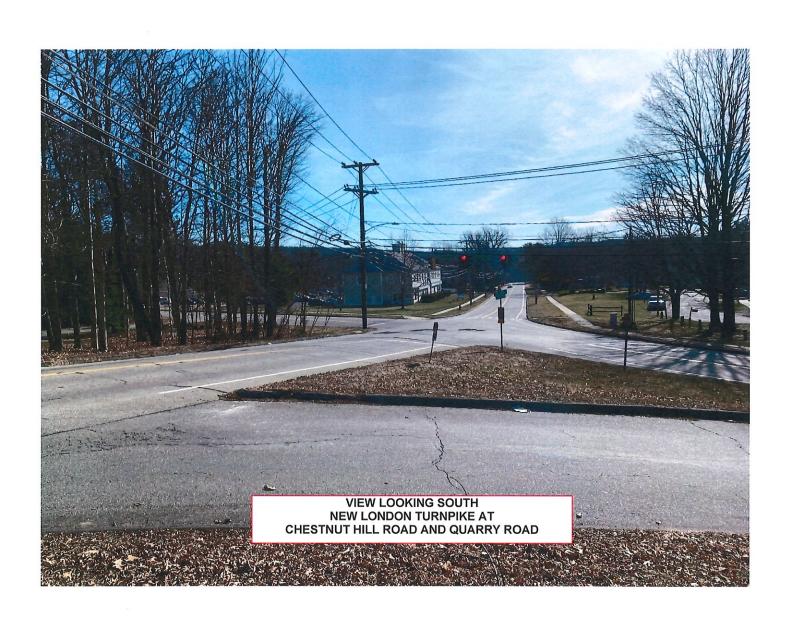
Other major projects which enhance pedestrian safety planned or completed in recent years include:

- 1. Paved off road Multi Use Trail Construction- Bell St to Smith Middle School
- 2. Paved off road Multi Use Trail Construction- Western Blvd to House Street
- 3. Bell St sidewalks 2,700 linear feet from Stallion Ridge to Bellwoods Drive
- 4. Gateway Corporate Park Bicycle and Pedestrian Safety Improvements- Sidewalk construction and shoulder widening. Construction substantially complete
- 5. Main St. Reconstruction- Improvements include unsignalized pedestrian crossing improvements and roadway shoulder widening. Construction to begin April 2024
- 6. Completion of the Main St sidewalk network which will provide uninterrupted safe pedestrian way from South Glastonbury to the East Hartford town line approximately 4 miles to the north.

The Town's Bicycle Master Plan, a portion of which is included with Attachment F, identifies Chestnut Hill Road as part of a commuter bike route. New London Turnpike and portions of Chestnut Hill Road west of New London Turnpike are also identified as part of a scenic bike route. The proposed pedestrian push button equipment at this intersection would therefore also serve bicyclists using these routes if they choose to walk their bikes to achieve a safe crossing at this high-volume intersection.

In conclusion, the Town believes that the pedestrian crossing improvements proposed within this application are necessary, prudent and wholly consistent with established objectives as articulated in the Town's Complete Streets Policy, and as advocated by the Bicycle Advisory Group and the associated Bike/Walk Glastonbury group.





ATTACHMENT B - PROJECT DESCRIPTION

ATTACHMENT B PROJECT DESCRIPTION

The proposed project involves traffic signal upgrades for purposes of improving pedestrian crossing safety. This intersection does not experience peak hour capacity issues which need to be addressed. Overall delay and queue lengths are within acceptable limits. This is easily observed on any given day. Consequently, no changes are suggested to existing phase timing patterns, cycle length or lane arrangements. Improvements proposed focus on equipment replacement and new equipment installation necessary to provide exclusive and/or concurrent pedestrian phase crossings of intersecting streets. At present, there is no such capability at the subject intersection. The scope of work proposed includes ancillary construction items to ensure compliance with requirements of the Americans Disabilities Act (ADA). Alternatives to the proposed solution were considered. Mid-block crossing locations at distance from the existing signal were analyzed. These options were not considered viable due to road geometry, vehicular traffic speed and traffic volumes. The Glastonbury Police Department has indicated that crossing at the signalized intersections represents the best and most feasible alternative.

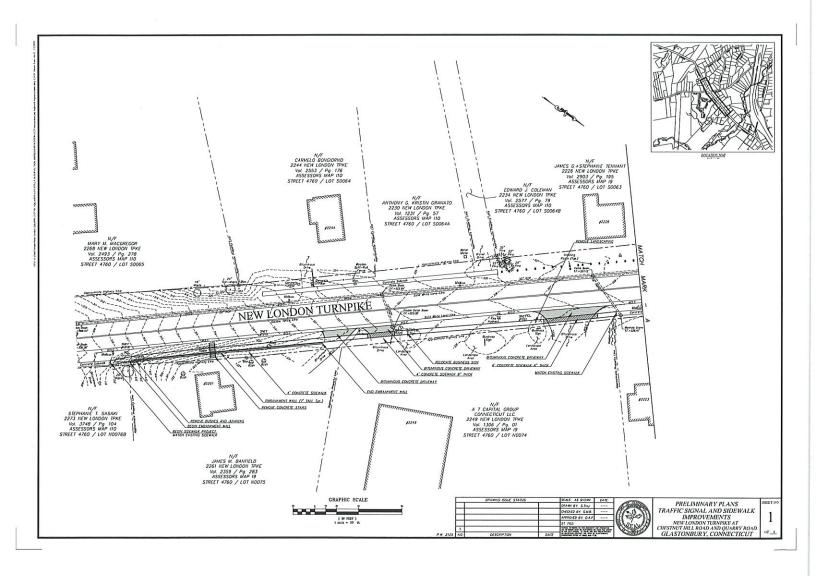
Project specific work is shown on the attached plans and described as follows:

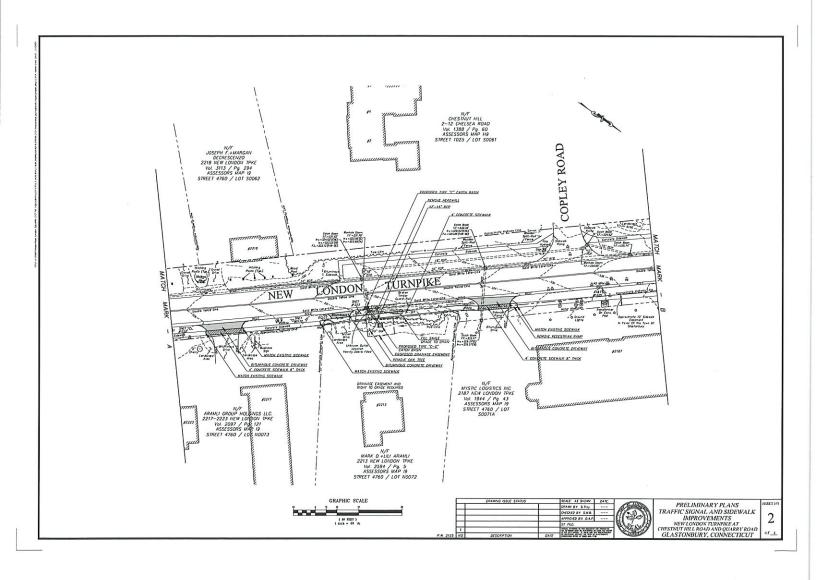
New London Turnpike/Chestnut Hill Rd/ Quarry Rd Intersection

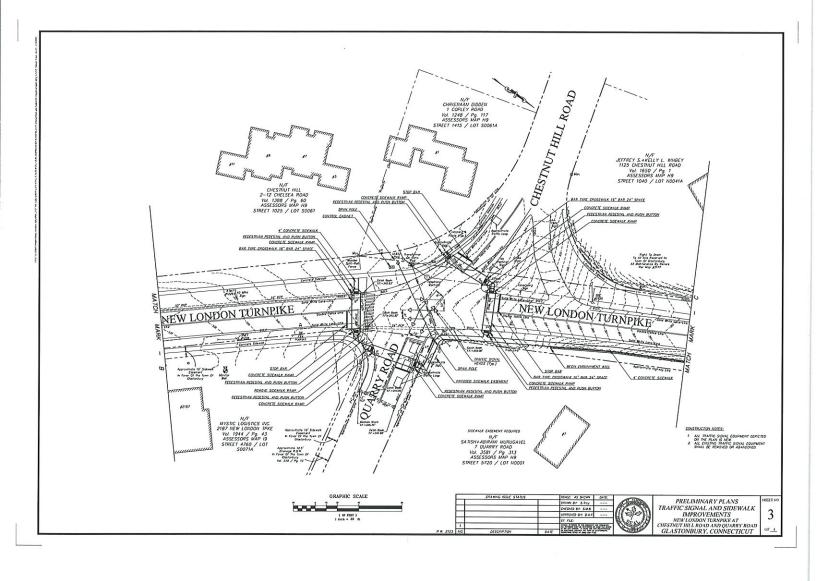
The existing signal equipment at this intersection was installed in 1977. Induction loops within the approach pavement serve for vehicle detection and the Controller does not accommodate a pedestrian crossing phase. Given the advanced age of equipment at this location, all traffic signal components are proposed for replacement. Thus, replacement work would include installation of new signal heads, span wire, controller, controller cabinet, etc. Existing loop detectors would be replaced by gridsmart video detection cameras. The new controller would have capability to operate via portable generator and battery backup capability would be provided for short duration power outages. New project components to specifically accommodate safe pedestrian crossing include push button pedestals and associated underground electrical connections, ADA compliant concrete sidewalk ramps, crosswalk pavement markings and required controller programming.

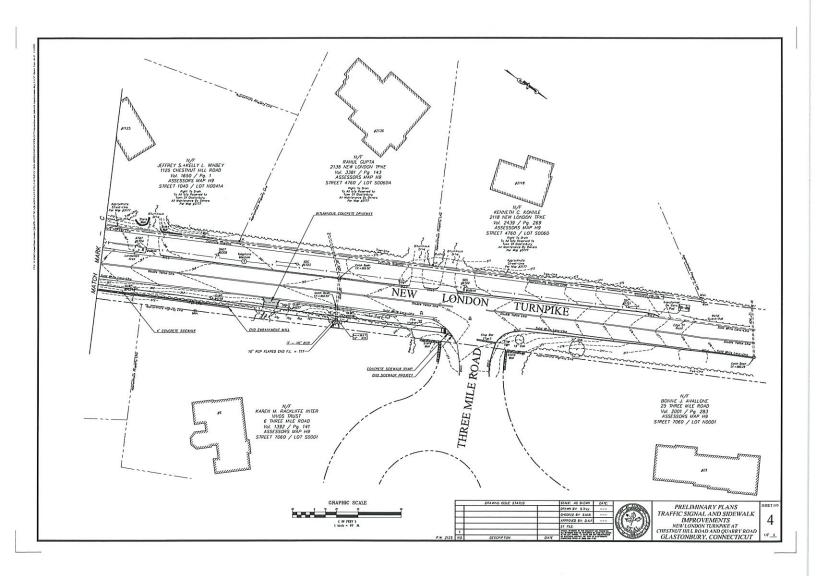
In addition to the traffic signal improvements, area sidewalk extensions are necessary to connect to the subject intersection. A total of 1,300 linear feet of new concrete sidewalk on the north and south intersection approaches of New London Turnpike would be installed to achieve connectivity to and from destination points in the vicinity. Approximately 600 feet of new concrete sidewalk is proposed north of the subject intersection on the east side of New London Turnpike to provide pedestrian connectivity for the Three-Mile Road neighborhood which currently has no safe means of crossing New London Turnpike. Another 700 linear feet of concrete sidewalk is proposed south of the intersection on the east side of New London Turnpike for connectivity to the various commercial and residential uses in that area. Single family residential homes within one half mile of the subject intersection number approximately 206 in addition to the 58-unit condominium development at the corner of New London Turnpike and Chestnut Hill Rd. Residents of all of these homes would benefit from implementation of all project components.

A sidewalk easement is depicted at the northeast corner of the intersection property of #7 Quarry Road for installation of proposed sidewalk ramps in this area due to limited right-of-way. A drainage easement is also depicted on the plans on the east side of New London Turnpike south of the intersection on property of #2213 New London Turnpike in order to allow for relocation of existing drainage facilities necessary to support the proposed sidewalk. No property acquisition will be required.









January 16, 2024

MEMORANDUM

To: Town Plan and Zoning Commission

Shelley Caltagirone, Director of Community Development

From: Daniel A. Pennington, Town Engineer / Director of Physical Services

Lisa Zerio, Direction of Parks and Recreation

Re: Proposed Pavillon.at the Riverfront Community Center Section 12.9 Minor Change and 4.11 Flood Zone Permit

300 Welles Street, PW-2109

Attached please find application materials related to the Town's proposal to install a new 30'x40' pavilion behind the Riverfront Community Center (RCC) just south of the recently constructed pickleball courts. This project is funded as part of a Small-Town Economic Assistance Program (STEAP) grant and includes other associated improvements as described below and in the attached materials.

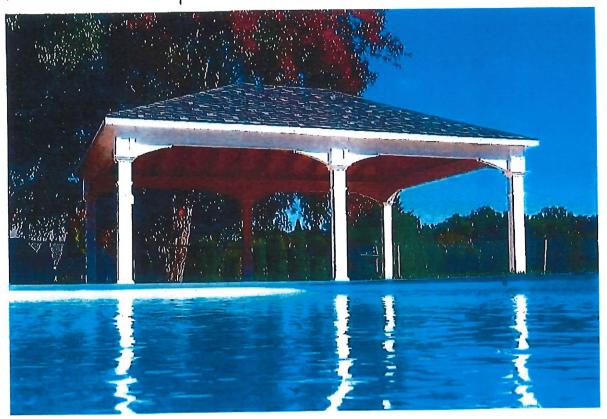
The proposed pavilion will be similar to that shown in the attached drawings and photos. This is a prefabricated structure which will be complimentary to and consistent with the aesthetics of the RCC facility. It will be installed on a concrete pad and will include new paved walkways in the vicinity of the pavilion and extending to the pickleball court.

This project also includes improvements to the existing grass overflow parking area located east of the new pavilion in order to address the muddy and rutted conditions of this lot resulting from the high level of use. The grass and underlying topsoil will be removed and replaced with a gravel surface. A small portion of the lot closest to the pavilion will be paved to create an ADA parking space for the Pavilion. It is noted that the Pavilion will not be made available to outside groups by reservation and is primarily intended to allow existing Senior Services/ Parks & Recreation programs and activities to be held outdoors. Accordingly, the proposal will not create additional parking demand.

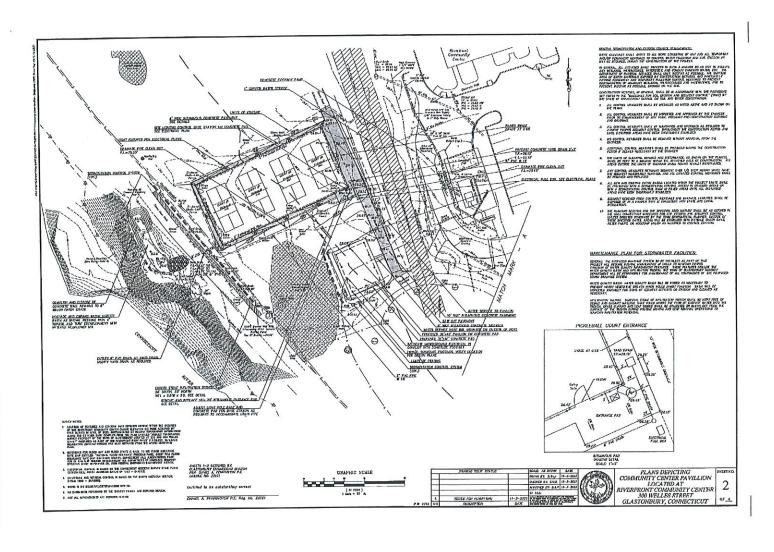
Project plans also depict installation of the previously approved illumination for the pickleball court which is also funded under the same STEAP grant. Restoration of area surrounding the pickleball court disturbed by the lighting and conduit installation work will be with a paved surface in order to reduce future maintenance of this area.

Some expansion of the existing stormwater management features installed as part of the pickleball courts is proposed to address storm water quality from the additional impervious areas proposed under this project. This includes some work within the 100-yr flood plain of the CT River for the work on the water quality basin and infiltration trenches. Such improvements will address water quality and increase flood storage so there will be no negative effect on the flood plain resulting from this project.

Proposed Pavilion







Part I General Information

1. ORGANIZATION NAME	Town of Glastonbury – Welles-Turner Memorial Library
2. MAILING ADDRESS	2407 Main St. Glastonbury, CT 06033
3. EMPLOYER IDENTIFICATION NUMBER	06-6002003
4. CONTACT NAME AND TITLE	Amy McCue, Library Director
5. CONTACT PHONE NUMBER	860-652-7717
6. CONTACT EMAIL ADDRESS	amy.mccue@glastonbury-ct.gov
7. AMOUNT REQUESTED (\$)	\$74,089.41
8. PURPOSE OF GRANT (CHECK ONE)	 □ Capital and equipment costs related to producing/procuring programming □ Education technology initiative
9. NAME AND TITLE OF AUTHORIZED INDIVIDUAL	Jonathan Luiz, Town Manager
10. SIGNATURE (REQUIRED)	Jaroshan Guing

Under the penalty of law, by signing this application, I affirm that the information provided to the Public Utilities Regulatory Authority is true and correct to the best of my knowledge and that any errors of omissions will be timely corrected and resubmitted.

Part II Applicant Eligibility

1. ORGANIZATION TYPE (CHECK ONE)	☐ Local ☐ State ☐ Public ☐ Public ☐ Board ☐ Public	wide video advisor c, educational and c, educational and n technology initides d of Education	governmental prograi governmental studio	mmer
2. ORGANIZATION DESCRIPTION				
The Welles-Turner Memorial Library (WT of the municipality, and works alongside students, business professionals, entrept facility that is open to the public 65 hours physical collection boasts about 120,000 titles. The Library is overseen by a Librat time staff members in three departments and Adult Services staff provide library pages. The Library Director reports to the Purpose and Mission: "WTML is dedicate Through our diverse and dynamic collect a vibrant hub for learning, exploration, ar ages to engage with knowledge, foster the lives of the residents of Glastonbury and	other Town seeneurs, and per week for items, and to ry Director was continued to serving ion, innovation of community in the creativity	services to serve the visitors. WTML is or the majority of the che digital collection who leads a team of Services, Adult Services, Adult Services, as the intellectual ve programming, any connection. Our	ne needs of Glastonbe a centrally-located, 3de year. Its extensive and includes access to off 8 full-time and approvices, and Lending Stance, and materials the and cultural heart of and welcoming spaces mission is to empower	ury residents, 6,000 square-foot and widely-used over one million oximately 20 part- ervices. Children o patrons of all Glastonbury. s, we aim to provide er individuals of all
In November 2018, the Glastonbury community approved, (by vote at referendum), a significant renovation and expansion project, to include an additional 3,700 square feet of space at the library. This \$6.5 million project was supported by donations from the Second Century Fund (\$1M contribution) and the Friends of Welles-Turner Memorial Library organization (\$100,000). Additionally, the Town of Glastonbury was awarded a \$1 million library construction grant from the Connecticut State Library to support this project. During the process, Town and WTML stakeholders engaged community members and consultants to ensure the facility could maximize space and effectively accommodate the current and evolving needs of its patrons. The project was completed in 2022 and a Grand Reopening celebration was held to showcase the facility's new amenities, resources, and potential. As part of this substantial renovation/expansion project, the Library now boasts a large, welcoming Children's Department, two large meeting rooms, five quiet-study rooms, a Teen Room, plentiful seating areas for all ages, and a newly-built MakerSpace area, known as the "2CF Studio." The 2CF Studio was designed to further the WTML mission, by providing a dedicated space for digital learning, access to technology, and space for creative collaboration. This grant program will provide the additional funding needed to acquire the technology infrastructure, equipment, and software for the 2CF Studio. In doing so, the 2CF Studio can further realize the Library's mission of providing a hub for digital learning, creativity, and community connection.				o million project was f Welles-Turner ed a \$1 million e process, Town o could maximize ot was completed in resources, and oming Children's g areas for all ages, ed to further the d space for creative chnology urther realize the
3. CERTIFICATION OF LEGAL EXISTENCE Is the organization registered with C Secretary of the State and up-to-dat filing obligations?	connecticut e with its	(CHECK ONE) ⊠ Yes □ No	Provide Secretary of the State ID#:	0541466-000
4. 501(c) NON-PROFIT DESIGNATION (IF APPLICABLE)				

5. ORGANIZATION'S EXPERIENCE AND COMPETENCY

The Welles-Turner Memorial Library (WTML) has been serving the citizens of Glastonbury for 72 years as the Town's Public Library. During that time, the library has offered free access to books, programs, technology, and professional services for all who visit. During the 65 hours per week the library is open each year, the Library's 10 professional librarians (8 full-time), along with a dedicated team of part-time library assistants and pages, support the information, learning, and entertainment needs of their patrons. In addition to its large physical and digital collections, WTML boasts public access to, (and professional assistance using), 62 databases, 15 public-access computers, two printer/scanner/fax machines, and several specialty in-house use machines, including a 3-D printer, a Silhouette cutter, a poster printer, and 5 sewing machines. Furthermore, WTML offers several unique items for circulation, including board games, musical instruments, and a telescope.

The library was one of the first in its region to begin using RFID tagging to streamline library services, and in 2014, WTML introduced the community to 3-D printing, with several staff members trained to help patrons use this then-new technology. With the completion of the most recent renovation in 2022, and the creation of the 2CF Studio (MakerSpace), library staff members are continuing to complete training on new equipment and technologies to serve as a resource for students, residents, entrepreneurs, business professionals, and community members overall. To fully utilize the new space, library staff are partnering with the public schools and community experts to identify what equipment, software, and resources would best align with school projects, continued education initiatives, and computing competencies, and developing training and potential programming to provide hands-on and digital learning opportunities within the 2CF Studio and for library patrons overall. Upon obtaining the additional equipment and technology, library staff will continue to be trained to help patrons feel comfortable and empowered to use the equipment to achieve their personal or professional learning objectives - either on-site or by borrowing through the circulation program.

Over the years, WTML has evolved as the community has evolved, offering a greater number of programs and classes upon community demand, increasing access to a variety of equipment and modern technologies/programs, and expanding its building footprint to maximize space, resources, and collaboration opportunities. Many of these initiatives have been grant-funded, and the Library/Town staff have a strong history of administering grants to complete small and large-scale projects. Most recently, the Town completed a 2023 PEGPETIA grant in for a project at the Town-owned Riverfront Community Center. As of this writing, the WTML has completed 90% of the construction and renovation project, funded through the State Library Construction Grant, with all appropriate documentation filed in a timely manner. Lastly, the WTML Library Director, who will be administering this grant, effectively completed a PEGPETIA for the Town of Granby in 2020. Should Glastonbury receive the 2024 PEGPETIA grant award, the experienced project team will work diligently to productively address all grant program requirements while achieving overarching project goals.

6. PRIOR PEGPETIA GRANTS — COMPLETE THIS SECTION IF YOU RECEIVED A PEGPETIA GRANT SINCE	2020
The Applicant attests that it has submitted all compliance filings associated with any prior awards (i.e., Docket No.19-11-01 Order Nos. 2 and 3 compliance filings, Docket No. 21-10-13 Order Nos. 2, 3 and 4, and Docket No. 22-10-02 Order Nos. 2, 3 and 4).	(CHECK ONE) ☑ YES □ NO
If you checked "No", you shall submit all outstanding filings prior to submitting this 2023/2024 Appl Failure to comply with prior orders will result in immediate disqualification. No extensions of will be given.	ication. or exceptions

Part III Investment or Initiative Eligibility

1. DESCRIPTION OF PROPOSED CAPITAL AND EQUIPMENT INVESTMENT OR EDUCATION TECHNOLOGY INITIATIVE

In 2022, the Town renovated the Library building to add on the "2CF Studio," a physical room to house a MakerSpace Program of Service, which will provide equipment, training, and supplies to enrich community STEAM education and to support the innovation and creativity of Glastonbury community members. As mentioned previously, this building addition was approved by the Glastonbury voters at referendum and thus supported by their tax dollars and donations from the Second Century Fund and Friends of the Welles-Turner Memorial Library. With overwhelming support from the community, the Town has made a significant investment to make this space a valuable resource to citizens in



Glastonbury and neighboring communities. The facility is now constructed, and the next crucial step in the development of the MakerSpace (2CF Studio) Program is to purchase the equipment and devices necessary to bring the program plan to life: the in-house and circulating equipment that patrons will use to take their technology education to the next level. The PEGPETIA Grant will provide the funding to purchase this equipment.

The goal of this PEGPETIA Grant is to support the education technology initiative of creating an active, well-used MakerSpace Program of Services at the Welles-Turner Memorial Library by providing the infrastructure, technology, and training resources that community members need most. Acquiring these items through library contracts and vendors will allow us to maximize buying power and cost effectively equip the new 2CF Studio. The MakerSpace is designed to host unique, specialty equipment that most community members would not otherwise have access to. Examples include, but are not limited to – video production equipment, engineering software, 3-D printers, and other items that individuals are not likely to invest in themselves. This will provide citizens of all ages, demographics, and backgrounds an equal opportunity to enhance their digital learning, complete special projects, explore creative outlets, and gain or enhance unique skills. Through this effort, the Library can support the computing competency of students in grades K-6, adult learners seeking higher education, and everyone in between. Because of that open access, as well as the Library's position as a source of quality information and a place to connect, this program has the opportunity to be particularly successful.

The overall vision of the WTML MakerSpace Program of Service has many facets, all supported by the proposed grant:

- The 1,080 square foot MakerSpace "2CF Studio" will be equipped with a variety of modern technologies and supplies that will support the education and enrichment of community members. Equipment will span a wide variety of technology devices and software, including engineering resources, digital music and video creation/editing equipment, STEAM lab kits, coding resources, digital art and drafting software and hardware, and more (see complete list in budget spreadsheet).
- The MakerSpace team, comprised of library staff and community volunteers, will train patrons to use the equipment and provide oversight for safety and further skills development.
- The 2CF Studio will be open to the public during regular library hours for patron use.
- Regular classes will be offered on how to use the equipment housed in the space, and special public
 events will be held to further expand users' knowledge and creativity, and to build community
 connections. Among these will be programs specifically designed to meet education technology goals
 D and F of the CET 2017-2022 Strategic Plan, supporting the needs of Glastonbury citizens up to sixth
 grade and those of our patrons working on higher education and other career pursuits.
- Community groups will be able to use the space to further their specific initiatives, such as local robotics teams, non-profit groups, and other Town departments.

 A portion of the MakerSpace equipment, the C Things"), will be available for patrons to borrow being returned to the library for the next user. 	Circulating Collection (also known as a "Library of w for home use for additional practice/learning before			
HAS THE INVESTMENT OR INITIATIVE BEEN COMPLETED AS OF THE DATE OF THE APPLICATION?	☐ YES. COMPLETED PROJECTS ARE NOT ELIGIBLE.☒ NO			
2. AFFECTED GEOGRAPHICAL AREA(S) AND/OR SCHOOL SYS				
that the Glastonbury, CT community of approximate been selected that will be appropriate for use by a that there will be STEAM equipment and activities will help steer patrons toward appropriate and safe. The current number of cardholders at WTML is approximate.				
working with members of the Glastonbury Public 9 (1,250 participants), and the Glastonbury Parks &	Schools (5,622 students), the Glastonbury Senior Center Recreation department (19,256 participants) to develop se relationships will ensure a wide and varied audience			
3. ITEMIZED BUDGET – SUBMIT AN EXCEL FORMAT SPREAD	SHEET USING TEMPLATE PROVIDED			
DO COSTS OTHER THAN FOR EQUIPMENT EXCEED 10% OF THE TOTAL COSTS?	☐ YES, EXPLAIN IN SECTION 1 ABOVE.☒ No			
4. SCHEDULE FOR IMPLEMENTATION OF INVESTMENT OR INIT	TIATIVE (INCLUDE MILESTONES AND ASSOCIATED DATES)			
separate equipment into two tiers – In-house equipment setup on-site in the MakerSpace, and will remain equipment that can be borrowed by patrons for us	recent building renovation. The library's vision is to ipment and the "Circulating Collection". The former will ain at the Library for patron use. The latter will consist of se off-site.			
Upon receipt and setup of in-house equipment, library staff and volunteers will use the subsequent months to learn all applicable software/hardware and to establish a protocol for introducing them to the public. At that point, we plan to "open" the 2CF Studio space for public use by offering a combination of classroom learning type programs as well as "free use time" for patron exploration and innovation. Once the items for the MakerSpace "Circulating collection" have been secured, staff will use to familiarize themselves with the equipment and associated technology, and will use subsequent months to prepare them for circulation – e.g. establishing original catalog records, creating packaging, and developing patron guides and instructions for additional learning opportunities. As each item is cataloged, it will become				
available for patron checkout. Throughout this process, library staff will emphasize the importance of proper use and maintenance of each special piece of equipment/technology to ensure it remains accessible and fully functional for all to use.				
Anticipated Timeline – Timelines begin AFTER receiv • ~3 months – Purchase Majority of Equipment • ~4 months – Train staff and setup In-house equipment				
	- e.g. supplies expended through use of equipment) items for circulation and release to public as they			

- Launch public programming and expand as scheduling allows
- ~9 months Initiate open hours in the space as staffing/volunteer availability allows

5. IDENTIFY OBJECTIVE PERFORMANCE MEASURES

Generally, it is anticipated that bringing the library's MakerSpace Program of Services into operation with equipment and resources will increase patron visits and use of the library. Specifically,

MakerSpace on-site program:

- Increase available in-house technology resources (for patron use) by 100% by December 2024
- Increase open MakerSpace 2CF Studio hours by 30% by December 2024
- Increase MakerSpace Program programs/classes for patrons by 20% by December 2024
- Increase number of MakerSpace Program participants by 30% by December 2024
- Increase overall Library visits by 2% in FY25

Makerspace circulating collection:

- Increase <u>number</u> of "library of things" items available for circulation by 100%
- Increase Circulation of "library of things" items by at least 20%
- Items in this collection will contribute to an overall increase in library circulation during FY25

6. COMPLIANCE WITH COMMUNITY ACCESS RULES

The Applicant understands that it must review and comply with the relevant community access provider operating rules and regulations, including the prohibition of the presentation of any advertising material designed to promote the sale of commercial products or services (including advertising by or on behalf of candidates for public office). The Applicant further acknowledges that no organization or company providing community access operations shall exercise editorial control over programming, except as to programming that is obscene and except as otherwise allowed by applicable state and federal law.

(CHECK ONE)

☐ No

7. PARTNER ORGANIZATIONS OR OTHER FUNDING SOURCES (IF APPLICABLE)

The following groups/organizations, along with the Glastonbury Public Schools and the Welles-Turner Memorial Library Board, have already partnered with the Welles-Turner Memorial Library in the creation of the equipment list included in this grant application. Each has also indicated that they intend to continue to support our MakerSpace Program both as a source of information and as a program partner:

The Armored Artemises, a local robotics team, along with their larger non-profit robotics organization Greater Glastonbury FTC: (https://armoredartemises.org/)

Greater Glastonbury FTC 27 Old Farms Rd South Glastonbury, CT 06073

In addition, the Welles-Turner Memorial Library Second Century Fund has pledged to offer continued financial support of the library's MakerSpace Program of Services to allow the initiative to continue to flourish.

Welles-Turner Memorial Library Second Century Fund c/o Welles-Turner Memorial Library 2407 Main St.
Glastonbury, CT 06033