



Town of Glastonbury

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Jonathan K. Luiz
Town Manager

ITEM #7
09-24-2024 Meeting (AMENDED)

September 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. **Proposed Ordinance Concerning Line of Duty Death Determinations**

The following agenda item was removed from the September 24th agenda:

ACTION ON A PROPOSED NEW ORDINANCE CONCERNING AUTHORITY TO DECLARE THAT A FIREFIGHTER, POLICE OFFICER OR EMERGENCY MEDICAL SERVICE PERSONNEL DIED IN THE LINE OF DUTY. (Tabled from the September 10, 2024 Town Council Meeting to the September 24, 2024 Town Council Meeting.)

The removal was necessary due to time constraints. Public Act 24-26 mandates that that an ordinance delegating authority to someone other than the Police chief / Fire chief/ EMS chiefs must be in effect on October 1, 2024. According to Section 306 of the Town Charter, any ordinance or resolution must be published in a newspaper within 10 days of its passage and will shall become effective 10 days after publication. If the Town Council voted on September 24th to approve the ordinance, and if the publication appeared in the local newspaper on September 25th, the earliest the ordinance could take effect would be October 5th.

2. **Weekly Update from Glastonbury Emergency Medical Services**

Attached are recent weekly updates from GEMS.

3. **United States Semiquincentennial (250th Birthday)**

Absent objection by the Town Council, it is proposed that the Parks and Recreation Department prepare a plan of events.

4. **FY24 Financial Results Unaudited**

Please see the attached memo from Director of Finance and Administrative Services Keri Rowley, which was presented to the Board of Finance at its meeting of September 18th. The results are based on unaudited financial figures and subject to change.

The current projection is that Fiscal Year 2023-24 will result in a surplus of \$2.36M. That would bring the Unassigned Fund Balance (UFB) from \$37.09M to \$39.45M. At \$39.45M, the UFB will end the year at 21.1% of the Fiscal Year 2024-25 budget, or \$ 9.54M over the Town's 16% minimum amount per our policy. The \$2.36M surplus is net of the two mid-year appropriations from the UFB totaling \$3.94M. One appropriation was \$1.19M for the School District HVAC replacements. The other appropriation was \$2.75M for pension (\$1.24M), debt (\$910K), and cap reserve (\$600K).

On the revenue side, the Town collected \$4.24M over budget with investment income contributing more than \$2.24M than anticipated. A tax settlement from prior year, an unbudgeted Municipal Revenue Sharing Account (MRSA) grant and strong collections in Tax and Building Permit revenue contributed an additional \$2.35M in revenue. On the expenditure side, general government operating budget expenditures are expected to finish the year about \$2.05M under budget. There were savings across several Town departments this year. Notable savings were Police (\$628K), Physical Services (\$510K), Youth & Family Services (\$192K), Debt Service (\$207K) and Financial Administration (\$190K).

5. **Glastonbury 1 of 9 Towns Selected to Soft-Launch New Tabulators in Advance of 2024 General Election**

Please see the attached press release from the Connecticut Secretary of State Stephanie Thomas. Both of Glastonbury's Registrars agreed to participate in the pilot program. The Registrars report the following: 1) The new vendor will provide on-site support and training; 2) For this election only, the State will pay for the setup and printing of ballots for a potential savings to the town of \$10,000 to \$12,000; and 3) Full roll-out of the new tabulators will occur in 2025.

6. **Sewer Rate Fees**

The Glastonbury Water Pollution Control Authority (WPCA) has recommended the Town's sewer use rate be increased 5.7% from \$3.40/ccf to \$3.60/ccf for the upcoming November billing. A public hearing on the proposed increase is set for October 9, 2024, at the Town Hall during a regular meeting of the WPCA. The public hearing will be advertised in the Glastonbury Citizen. It is anticipated that after public comment, the WPCA will finalize rates with a vote. The proposed \$.20/ccf increase equates to a \$28.00 increase annually for the average unmetered well user, from \$476 to \$504, based on 140 ccf. Minimum bills are proposed to remain at \$75. Special Meter Fees are proposed to remain at \$30. These two charges have not increased since 2009. Per gallon septic sewage charges are proposed to increase from \$0.075 per gallon to \$0.08 per gallon. The main drivers for the proposed increase are electricity and solids transportation and disposal costs. Specifically, there was a 44% increase in electricity supply rates this calendar year, including a 7% increase in solids disposal. Attached, you will find the results of a sewer use rate survey that compares Glastonbury's rates to those of similar and surrounding communities.

7. **Book Sale a Success**

The Friends of Welles-Turner Library recently held its Fall Book Sale at Academy/Town Hall. The sale raised \$20,808.65 with an additional \$4,600.00 in sponsorships from generous local businesses. The funds are used to support many literacy and cultural programs at the library which are enjoyed by the Glastonbury community. Many thanks to Parks and Recreation staff Lisa Zerio, Liz Gambacorta, Katryna Albert and Greg Barnett, as well as the Town Facilities Maintenance staff, and Library Director Amy McCue and her staff. Other partners include the Library Board, Second Century Fund, Paul Fagan and the Elks- Lodge 2202 who donated the use of tables, Marc Okun and a crew of more than twenty carpenters (North Atlantic States Regional Council of Carpenters Local 326).

Local businesses who sponsored the Fall Book Sale are as follows. Gold sponsors: Brown Pindiris & Scott, Capital Wealth Management, The Center for Children with Special Needs, DQ Grill & Chill Restaurant, Maki Law and River Bend Bookshop. Silver sponsors: Anderson-Meyer Insurance, Bunk, Grueneberg & Associates, Cofiell's Sport and Power Equipment, Glastonbury Rotary Club, Harvey & Lewis Opticians, Jainchill & Beckett, Lux Bond & Green, Riverview Farms, Siam Glastonbury, Silver Dahlia Jewelry & Gifts, TD Bank and Wild Birds Unlimited.

Many local vendors donated refreshments to keep volunteers hydrated and nourished. They include Angelo's Pizza and Restaurant, Brown Butter Creations, Dunkin Donuts 3040 Main Street, Lottie's Country Kitchen, Oak Street Stop & Shop, Whole Deli and Whole Foods. Trader Joe's donated the bags for the "bag sale." A dedicated team of volunteers worked tirelessly each and every day on the book sale process. Aprons were embellished for the Friends by Kathy Kray. GHS Key Club students donated their time and helped in numerous ways. With the support of Kathy McGuire and Coach Vozzolo, the Glastonbury High School Boys Soccer Team enthusiastically helped clean up.

8. **Apple Harvest and Music Festival**

The 49th Festival is scheduled for October 18th through 20th at Riverfront Park. To learn more about sponsorship opportunities and secure your spot, please contact the Connecticut River Valley Chamber at jessica@crvchamber.org or (860) 659-3587. The Chamber would be thrilled to share how a business can benefit from partnering for this year's festival. Staff is working with the Chamber on recycling and composting options.

9. Assessor Hired

Our previous Assessor Nicole Lintereur retired several months ago. Brian Penney has been hired as Glastonbury's Interim Assessor, with a start date of October 4th. Brian has worked 19 years in the City of Hartford, where he worked his way up from Assessment Technician to the position of Assistant Assessor. Brian possesses all the necessary certifications to perform the Assessor's job in Glastonbury. He also holds a Bachelor of Science in Business Administration from UConn. Since 2021, he has worked part-time for the Town of Guilford as a data collector. Prior to working in Hartford, he worked briefly as a provisional commercial real estate appraiser. Brian will work Fridays in Glastonbury and be available throughout the rest of the week on a limited basis to answer phone calls and emails. Since Brian's availability will be limited, he will be focusing on high-level issues, and while the full-time Assessor position continues to be vacant, the department is supplemented with additional staff by bringing back recent retirees on a part-time basis. Town Attorney Mike Collins will be providing both Brian and the entire Assessor's Department staff with a "refresher" of Public Act 490. Public Act 490 is Connecticut's law (Connecticut General Statutes Sections 12-107a through 107-f) that allows a farm, forest, or open space land to be assessed at its use value rather than its fair market or highest and best use value (as determined by the property's most recent "fair market value" revaluation) for purposes of local property taxation.

10. MDC Conducting a Water Line Inventory to Rule out the Presence of Lead in Pipes

The Metropolitan District (MDC) is taking an inventory of all water service lines to rule out the presence of lead in the pipes to comply with the revised Environmental Protection Agency (EPA) Lead & Copper Rule. A process to investigate and document findings, per property, has been developed and outreach efforts initiated. A water service line is the pipe that brings water from the water main in the street into each homeowner's property. MDC's inventory will include the part of the service line between the water main and the property line and the part of the service line between the property line and the plumbing inside the building. See postcard link below to view a helpful diagram. MDC reports that in late August of 2024, [a postcard](#) was mailed to 742 properties in Glastonbury as MDC's first phase of contacting homeowners. Through this outreach, the MDC is asking its Glastonbury customers to identify the material of their pipes, and to self-report their findings through their online survey. Alternatively, customers can contact an MDC representative to schedule an inspection.

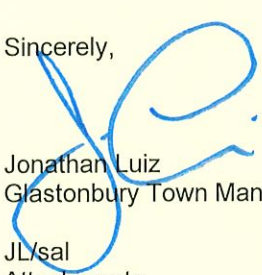
Instructions for identifying the service line material, as well as the survey to report findings can be found on the MDC website at <https://themdc.org/drinking-water/identify-your-water-service-line/>

For those MDC customers that would like an MDC representative to review their water service line for the purpose of identifying what the pipe is made of, they should call 860-808-2347 to schedule an inspection. MDC will be conducting door to door outreach for any property for which they do not receive water service material information. If someone (over the age of 18) is present, the service at the point of entry in the building will be inspected by an MDC consultant inspector, or a door hanger will be left with instructions and contact information. Questions about water service pipe should be directed to MDC at: [860-278-7850](tel:860-278-7850) or LeadFree@themdc.com.

11. Construction of Trail Head – Birch Mountain Road

In 2022, the Town acquired a 0.2-acre parcel located off of Birch Mountain Road from the State. The Town's Engineering Department has completed design for an 11-space gravel lot in what used to be a Road Right of Way. That design is attached. By constructing parking in the proposed location, patrons will not have to cross Birch Mountain Road, as they would if parking were constructed on the 0.2 acre parcel on the opposite side of the street. Absent objection from the Town Council, the next step in the process would be obtaining any and all land use permit approvals.

Sincerely,



Jonathan Luiz
Glastonbury Town Manager

JL/sal
Attachments

Glastonbury EMS Weekly Update

September 1 - September 7



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.

Full time employees 7
 Part time employees 26
 In training employees 4
 Volunteers - Active 5
 Volunteers - On leave 3
 Volunteers - Training 2

On Duty Ambulance Schedule for week of September 1 - September 7

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Midnight - 7am	1	1	1	1	1	1	1
7am-7pm	1	1	2	2	2	2	2
7pm - Midnight	1	1	1	1	1	1	1
Special Event	None	None	Night Out	None	None	BP Screening	None
EMS Calls	9	10	13	15	7	11	6

On Duty Ambulance Schedule for week of September 1 - September 7

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Midnight - 7am	1	1	1	1	1	1	1
7am-7pm	2	1	2	1	2	1	1
7pm - Midnight	1	1	1	1	1	1	1
Special Event	None	None	None	None	None	BP Screening	None

Submitted by
 Chris Ferrall
chris.ferrall@gvaa.org

Glastonbury EMS Weekly Update

September 8 - September 14



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.

Full time employees 7
 Part time employees 26
 In training employees 4
 Volunteers - Active 5
 Volunteers - On leave 3
 Volunteers - Training 2

On Duty Ambulance Schedule for week of September 8 - September 14

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Midnight - 7am	1	1	1	1	1	1	1
7am-7pm	2	1	2	2	2	1	1
7pm - Midnight	1	1	1	1	1	1	1
Special Event	None	None	Night Out	None	None	BP Screening	None
EMS Calls	11	15	14	12	8	16	11

On Duty Ambulance Schedule for week of September 15 - September 21

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Midnight - 7am	1	1	1	1	1	1	1
7am-7pm	2	1	1	1	2	1	1
7pm - Midnight	1	1	1	1	1	1	1
Special Event	None	None	None	None	None	BP Screening	None

Submitted by
 Chris Ferrall
chris.ferrall@gvaa.org

TOWN OF GLASTONBURY

ADMINISTRATIVE SERVICES - Financial Administration

September 13, 2024

TO: Town Council

FROM: Keri Rowley, Director of Finance and Administration *KWR*

RE: Unaudited General Fund Revenues, Transfers and Expenditures for
Fiscal year Ended June 30, 2024

A summary of General Fund Results of Operations through fiscal year end June 30, 2024 is provided below. Unaudited results for the twelve months ended June 30, 2024 show an estimated net change in Unassigned Fund Balance of \$2.36m, driven by revenues that exceeded the original budget by \$4.25M and expenditures that fell below the original budget by \$2.05M – offset by the use of UFB totaling \$3.94M.

Actual revenues are estimated at \$188.4M. Key drivers that net to the \$4.24m favorable revenue variance to revised budget include:

- \$2.24M in Investment Income
- \$952K Municipal Revenue Sharing Grant
- \$549K in Total Tax Collection
- \$509K Prior Year Tax Settlement payment
- \$348K Building Inspection Fees
- \$209K Educational Grants
- \$143K Motor Vehicle Tax Grant
- \$107K Senior Service Program/Rental Fees
- (\$775k) Transfer In from Fund Balance

Actual expenditures are estimated at \$181.82M. Key drivers that net to the \$2.05M favorable expenditure variance to revised budget include:

- (\$588K) Town Wages, Overtime (\$414k Full Time, \$94k Part Time, \$82k Other)
- (\$521K) Employee Related Insurance
- (\$254K) Supplies (TM Operating Supplies \$106K and \$118K Highway)
- (\$207K) Debt
- (\$182K) Pensions
- (\$176K) Maintenance Costs
- (\$131K) Contractual & Professional Services

The total year end surplus of \$6.3M that would have rolled into fund balance was offset by the two mid-year supplemental appropriations of UFB totaling \$3.94M: \$1.19M to the HVAC and Indoor Air Quality Improvement project and \$2.75M Contributions to Capital Reserve (\$600K), Debt Service (\$910K) & Pension (\$1.24M). Netting these appropriations out with the FY 2024 surplus, the addition to UFB is \$2.36M. The preliminary UFB increases from \$37.09M or 20.3% to \$39.4M or 21.1% of the subsequent year's budget which is about \$9.53M over the Town's policy of 16%.

GENERAL FUND - FUND BALANCE ESTIMATED OPERATIONAL RESULTS

GENERAL FUND - FUND BALANCE AND ESTIMATED OPERATIONAL RESULTS						
	2022/23 ACTUALS	2023/24 ESTIMATED	2024/25 PROJECTED	2025/26 PROJECTED	2026/27 PROJECTED	2027/28 PROJECTED
ACTUAL/PROJECTED OPERATING RESULTS:						
JULY 1, FUND BALANCE	\$37,599,354	\$42,406,090	\$39,453,793	\$ 39,428,793	\$ 39,503,793	\$ 39,678,793
REVENUES & TRANSFERS IN	183,017,681	188,416,032				
EXPENDITURES & TRANSFERS OUT	(178,210,945)	181,816,543				
ACTUAL NET GAIN/(LOSS) ON OPERATIONS	4,806,736	\$6,599,489				
NET GAIN/(LOSS) ON OPERATIONS	-		750,000	750,000	750,000	750,000
MUNICIPAL REVENUE SHARING ACCOUNT (MRSA)	-					
ACTUAL/ESTIMATED FUND BALANCE ENDING - JUNE 30	\$42,406,090	\$49,005,579	\$40,203,793	\$ 40,178,793	\$ 40,253,793	\$ 40,428,793
EXPENDITURE ACTUALS & ESTIMATES	\$177,797,562	\$182,705,231	\$186,971,545	\$ 192,580,691	\$ 198,358,112	\$ 204,308,855
	<i>ADOPTED BUD</i>	<i>ADOPTED BUD</i>	<i>ADOPTED BUD</i>	<i>Estimated @ 3%</i>		
FUND BALANCE:						
TOTAL FUND BALANCE - JUNE 30	\$42,406,090	\$49,005,579	\$40,203,793	\$ 40,178,793	\$ 40,253,793	\$ 40,428,793
Allocate Reserves - Pension \$1.24m, \$910K Debt, \$600K Cap Reserve	-	(2,750,000)				
Allocated Reserves - BOE HVAC/Air Quality Improvement Project <i>Non Spendable (estimated)</i>	(286,083)	(286,023)				
<i>Assigned for Education surplus carried to Subsequent year</i>	(3,645,945)	(3,912,437)				
<i>Assigned for Capital Outlay in Subsequent year</i>	(256,034)	(40,942)				
<i>Assigned for Continued Appropriations</i>	(349,931)	(597,384)				
<i>Non-spendable & Assigned for EDU Surplus, Capital Outlay, Approp.</i>	(4,537,993)	(8,776,786)				
<i>Assigned for Subsequent Year BUD (Transfer In from General Fund)</i>	(775,000)	(775,000)	(775,000)	(675,000)	(575,000)	(575,000)
UNASSIGNED FUND BALANCE (UFB) - JUNE 30	\$37,093,097	\$39,453,793	\$39,428,793	\$ 39,503,793	\$ 39,678,793	\$ 39,853,793
UFB AS % OF SUBSEQUENT YEAR REV OR EXP	20.3%	21.1%	20.5%	19.9%	19.4%	18.9%
ADDITIONAL INFORMATION:						
	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
UFB AS % OF SUBSEQUENT YEAR REV OR EXP	20.3%	21.1%	20.5%	19.9%	19.4%	18.9%
% FROM ONE TIME REVENUE SOURCE	4.6%	4.5%	4.3%	4.1%	4.1%	4.0%
% FROM OPERATIONS	15.7%	16.6%	16.1%	15.3%	15.3%	15.0%
UNASSIGNED FUND BALANCE:						
FROM ONE TIME REVENUE SOURCES	\$ 8,331,407	\$ 8,331,407	\$ 8,331,407	\$ 8,331,407	\$ 8,331,407	\$ 8,331,407
FROM OPERATIONS	\$ 28,761,690	\$ 31,122,386	\$ 31,097,386	\$ 31,172,386	\$ 31,347,386	\$ 31,522,386
UNASSIGNED FUND BALANCE	\$37,093,097	\$39,453,793	\$39,428,793	\$ 39,503,793	\$ 39,678,793	\$ 39,853,793
TOWN FUND BALANCE POLICY <i>MINIMUM</i> OF 16%	\$ 29,232,837	\$ 29,915,447	\$ 30,812,911	\$ 32,689,417	\$ 32,689,417	\$ 33,670,099
UNASSIGNED FUND BALANCE ABOVE TOWN POLICY	\$ 7,860,260	\$ 9,538,346	\$ 8,615,882	\$ 6,814,376	\$ 6,989,376	\$ 6,183,694



Office of the Secretary of the State

State of Connecticut

165 Capitol Avenue, Suite 1000

P.O. Box 150470, Hartford, CT 06115-0470

Stephanie Thomas
Secretary of the State

Jacqueline A. Kozin
Deputy Secretary of the State

FOR IMMEDIATE RELEASE

September 12, 2024
Contact: Tara Chozet
tara.chozet@ct.gov
(860) 969-7795

**Secretary Thomas Announces Historic Investment in Modernizing
Connecticut's Elections Infrastructure**

**Nine Towns to Soft-Launch New Tabulators in Advance of 2024 General
Election**

(Hartford, CT) – Today, Secretary of the State Stephanie Thomas, together with Governor Ned Lamont, announced a historic investment in modernizing Connecticut's elections infrastructure through the purchase of a new, paper-based election system from vendor Election Systems & Software (ES&S). This landmark agreement represents the state's first equipment upgrade in nearly 20 years and will include nearly 2,700 state-of-the-art tabulators.

Secretary Thomas' office will fully deploy the systems to all municipalities by the summer of 2025. The upgrade of the state's aging tabulators was made possible thanks to a funds from a \$25 million bond approved by Governor Lamont and the Bond Commission on October 6, 2023.

"This is a pivotal moment for Connecticut's elections, and one that is a longtime in the making," **said Secretary Thomas**. "Through this milestone tabulator upgrade, we're providing our election administrators with the modern tools they need to run efficient elections. I thank Governor Lamont for his support and recognition of the critical need for updated equipment in our state."

Secretary Thomas continued: "We were careful to choose the right vendor that prioritized high security standards and ease of use, and we found that in ES&S. Over the course of several decades, ES&S has established itself as a leading provider of reliable and secure election systems that millions of voters across the country cast their ballots on. As a bonus, ES&S tabulators are similar to our old machines, which will make for a seamless transition for both registrars and voters."

"The paper ballot tabulators we use to record votes are the backbone of our election system, and it is essential election officials have access to equipment that calculates results with accuracy and timeliness," **Governor Lamont said**.

"Although our existing machines continue to function, they are more than 18 years old and election officials tell us that they are beginning to show their age. Replacing this equipment now will ensure that election workers continue to have the tools they need to conduct an Election Day that runs smoothly."

Chris Prue, President of the Registrars of Voters Association of Connecticut

added: "I would like to thank the Governor, the Secretary of the State and all others that have been involved in updating Connecticut's election infrastructure. We are excited to roll out the next generation of voting machines to towns across Connecticut. These machines will help bring our election infrastructure into the 21st century and allow us to continue to provide Connecticut voters with elections they can trust."

Secretary Thomas also announced that nine Connecticut towns will receive an early delivery of the new equipment, for the November general election. This initial deployment will provide an infusion of additional tabulators, allowing for the redistribution of older machines to other jurisdictions in need. The participating towns are:

- Glastonbury
- Hamden
- New Britain
- New Haven
- Rocky Hill
- Southington
- South Windsor
- Vernon
- Wethersfield

ES&S was selected from among four vendors who responded to the Office of the Secretary of the State's Request for Proposals (RFP). ES&S' tabulators, similar to existing machines in Connecticut, are paper-based and are not connected to internet. As part of the RFP process, the UConn Voting Technology Research Lab vigorously tested the prospective tabulators to ensure their security.

"We are honored to have been selected to provide our secure election technology to the state of Connecticut," **said Tom Burt, ES&S President and CEO.** " Our team is dedicated to delivering reliable solutions and services that empower voters and election officials alike. This partnership reflects our commitment to ensuring that every vote is cast and counted accurately and securely. We are excited to support Connecticut's municipalities in delivering an efficient, transparent and secure election process that its voters can trust."

"A team of UConn computer scientists, professors and researchers worked for days on trying to expose vulnerabilities in these tabulators and failed," **said Dr. Alexander Russell, Director of the UConn Voting Technology Research Lab and member of the RFP committee.** "ES&S scored high marks for the security of their hardware and software as well as their work to ensure they will meet the

next reiteration of the Voluntary Voting System Guidelines (VVSG) set by the U.S. Election Assistance Commission.”

The agreement with ES&S includes:

- **2,699 -- DS300 machines**, ES&S’ newest purpose-built poll place scanner and tabulator seamlessly supports all poll place and vote center ballot scanning and tabulation from early voting through Election Day. The DS300 can also serve as a tabulator for absentee voting and during recounts and audits.
- **38 – DS450 machines**, a high-speed scanner and vote tabulator is capable of processing 72 double-sided 14-inch ballots per minute - without stopping for overvotes, write-ins or blank ballots.
- **13 – DS950 machines**, a high-throughput central scanner and vote tabulator is designed to process absentee, early vote and Election Day ballot scanning and sorting in less time. This state-of-the art technology easily and seamlessly scans and tabulates previously folded and damaged ballots with fewer interruptions, allowing for quicker processing and with a longer life span.
- **ES&S’ Electionware Election Management Software** package.



Photo: (Pictured clockwise from left) South Windsor Mayor Audrey Delnicki, State Representative Tom Delnicki, Governor Ned Lamont, ROVAC President Chris Prue, ES&S VP of Account Management Adam Carbullido, UConn Voting Technology Research Lab Director Alexander Russell, State Representative Ron Napoli, Secretary of the State Stephanie Thomas.

ABOUT ES&S: Election Systems & Software (ES&S) is the nation's leading voting systems manufacturer. For more than 40 years, ES&S has been supporting elections by creating and providing secure, accurate and accessible voting equipment to jurisdictions across the country. Learn more about ES&S at www.essvote.com and on Facebook at facebook.com/essvote.

Proposed Scope of Services for Assistance with Expanding the Town Center Design Guidelines

7/17/24

As requested by Shelley Caltagirone, Director of Community Development, FHI Studio has prepared this proposed scope of services to assist the Town with a review and potential amendments of its Town Center Design Guidelines. As we understand, the Town is interested in the expansion of the Town Center Village District and the potential creation of new village districts that would be subject to the Design Guidelines. The Town is seeking assistance to determine the feasibility or desirability of such an approach and assistance in updating the Design Guidelines to reflect changes or additions to village districts. As such, we have prepared this proposed scope of services.

Proposed Scope

Task 1: Project Coordination

FHI Studio's project manager will conduct monthly project coordination calls with the Town's project manager for the duration of the project. The calls will be up to one hour in duration and will be used to discuss the project schedule, upcoming meetings, and review of findings and deliverables. FHI Studio will provide an email summary of actionable items for each call.

FHI Studio will conduct monthly virtual meetings (via MS Teams or Zoom) with the Town's steering committee or project management team. Meetings will be used to review findings and deliverables and make decisions about how to proceed. FHI Studio will conduct up to six (6) meetings. Meetings will be up to two hours in length. FHI Studio will provide a summary of decisions made and action items for each meeting.

Task 2: Village District Research

FHI Studio will conduct research into the statutory limitations of village district size and number of village districts per community. We will also conduct research on precedents for multiple or large area village districts in Connecticut.

Task 3: Identify Limits of New or Expanded Districts

Working with the Town's project manager and Steering Committee, we will identify and map the limits of new or expanding districts. As we understand, this may include, but is not limited to the following:

- Expansion of the existing Town Center Village District to include more of or the entire Town Center area as delineated in the Design Guidelines.
- Potential creation of a new village district in the Naubuc Avenue/Pratt Street area as delineated in the Design Guidelines.
- Potential creation of a new village district in the South Glastonbury area, centered around the historic village center in that area.
- Potential creation of additional village districts to encompass areas delineated in the Design Guidelines.

Task 4: Public Workshop

We recommend conducting a public workshop to introduce the community to the ideas being considered and to invite comment on the proposed expansion or creation of village districts. The workshop would be an in-person event and would include a presentation followed by break-out sessions dedicated to



individual areas or design themes. FHI Studio will staff the workshop with up to two (2) staff members and will provide all meeting materials including a press release and promotional flyers. The Town will be responsible for promotion of the workshop and will provide meeting space at no cost to FHI Studio. FHI Studio will provide a workshop summary report.

Task 5: ASDRC Endorsement and Recommendations to Town Council

FHI Studio will assist the Town with preparation of materials such as a memorandum of recommendations and a presentation to be provided to the ASDRC for endorsement and to Glastonbury Town Council in consideration of expanding the existing Town Center Village District or adopting additional districts. FHI Studio’s project manager will virtually participate in up to one meeting or hearing of both ASDRC and Council to present the recommendations.

Task 6: Development of, or Revisions to, Design Standards

Working with the Town’s project manager and steering committee, FHI Studio will revise the existing design standards of the Design Guidelines and will introduce new standards as needed for the expanded or newly created districts. This may include the development of design standards for residential areas if residential areas (such as in South Glastonbury) are included within a village district. We expect this to be an iterative process that would occur of the course of two or three meetings with the steering committee.

Task 7: Amendment of Design Guidelines

Upon the adoption of new or expanded village districts by the Town Council, and the development and revision of design standards, FHI Studio will amend the Town Center Design Guidelines document. We will provide a draft version of the document for review and consideration of adoption and will provide a final version that will include requested changes to the Design Guidelines coming out of the review and adoption process. FHI Studio’s project manager will virtually participate in up to one meeting or hearing of both ASDRC and Council to present the amended Design Guidelines.

Proposed Schedule

We recommend an eight-month schedule for the proposed scope of work, but this schedule is incumbent upon timely action by the ASDRC and Town Council and may expand based upon ASDRC’s and Council’s schedules and actions taken. We recommend conducting this full scope of services in no more than one year.

Task	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8
1. Project Coordination	■	■	■	■	■	■	■	■
2. Village District Research	■							
3. District Limits		■						
4. Public Workshop			■					
5. ASDRC / Council				●	■			
6. Design Standards					■	■	■	
7. Design Guidelines							○	□

- Potential endorsement of expanded and/or new village districts by ASDRC
- Potential adoption of expanded and/or new village districts by Council
- Potential endorsement of amended Design Guidelines by ASDRC
- Potential adoption of amended Design Guidelines by Council



2024 - SEWER USE RATE SURVEY COMPARISON - Similar and Surrounding Municipalities
August 30, 2024

Town	Billing Cycle	Total Accounts	Rate in CCF	140 CCF Annual Cost**	Minimum Bill	Last Rate Change	Deduction Meter Program	Comments:
Glastonbury	Annual	5,853	\$3.40	\$476	\$75	2023	Yes	
Derby	Bi-Annual	4,065	\$5.98	\$837	\$275	2022	Hybrid - Summer Quarter not billed	\$275.00 "Capitol Fee" Annually + \$.80 per gallon Usage
East Hampton	Annual	3,250	Flat Rate	\$560	\$560	2024	NO	Flat Rate - \$40 increase this year
East Hartford (MDC)	Monthly	?	\$5.90	\$934	\$108	2023	NO	\$9/month or \$108/annual connection charge
Enfield	Quarterly	15,404	\$2.69 for first 26.74 CCF, \$4.03 thereafter	\$684	\$156	2020	YES	\$156 annual base charge for 5/8" service
Farmington	Annual	9,743	Flat Rate	\$336	\$336	2022	NO	
Manchester	Quarterly	14,400	\$6.74	\$944	-	2024	NO	All accounts must be metered, including wells
Marlborough	Annual	382	Flat Rate	\$611	\$611	2024	NO	\$152.75 added for each bedroom above 3
Plainville	Bi-Annual	5,500	\$6.87	\$962	\$416	2021	NO	
Portland	Quarterly	1,700	\$7.02	\$1,163	\$180	2021	NO	\$45/quarter or \$180/annual connection charge
Seymour	Bi-Annual	3,869	\$8.10	\$1,134	\$161	2024	NO	9.5% rate increase this year
Simsbury	Annual	4,626	Flat Rate (Residential) \$4.86 Commercial Users	\$375	\$375	2022	Hybrid - Summer Quarter not billed (Commercial Only)	
South Windsor	Annual	8,330	Flat Rate	\$460	\$460	2021	NO	Income based discounts offered
Southington	Quarterly	12,248	\$3.00	\$600	\$180		NO	\$180 Fixed Fee added to metered rate
Suffield	Annual	3,416	Flat Rate (Residential) \$9.33 Commercial Users	\$390	\$390			Commercial accounts \$9.33/CCF
Vernon	Bi-Annual	6,250	\$4.56	\$638	\$60.50	2023	NO	
Wallingford	Quarterly	15,100	\$8.07	\$955	\$108	2023	NO	27.09/quarterly connection fee. Sewer Use billed at 75% of Water Use.
Windsor Locks	Annual	5,065	\$5.09	\$713	\$204	2018	NO	
Average		8,402	\$5.86	\$709.54	\$266.96			
Glastonbury	Annual	5,853	\$3.40	\$476.00	\$75.00	2023	Yes	

NOTES:

- **Projected Annual Cost based on 140 ccf consumption per survey
- Glastonbury average sewer use bill based on 140ccf/year
- CCF = Hundred Cubic Feet = 7.48 Gallons
- CF = Cubic Feet = 7.48 gallons

