



# Town of Glastonbury

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

Jonathan K. Luiz  
Town Manager

ITEM #7  
10-22-2024 Meeting

October 18, 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. Weekly Update from Glastonbury Emergency Medical Services**

Attached are recent weekly updates from GEMS.

**2. Animal Shelter Update**

Attached are the key pages of the final blueprints for a new Animal Shelter to be constructed in the same location as the current Animal Shelter. This design has received all necessary land use approvals. The Town Manager's proposed budget for Fiscal Year 2025-26 will include sufficient funding to demolish the existing structure and build the new facility. Staff and an on-call architect are currently reviewing the feasibility and costs of renovation and expansion. Findings will be shared in the proposed budget. I have a meeting scheduled in October with nearby communities for the purpose of gauging the level of interest in pursuing a Regional Animal Shelter. I will keep the Town Council apprised as things develop. Please know that the current Animal Shelter, while antiquated and worn down, is functional.

**3. Griswold Street Traffic**

The Glastonbury Police Department (GPD) is aware of concerns raised by the public about Griswold Street, including speeding, drivers failing to stop for pedestrians, and other motor vehicle violations. In response, the GPD has significantly increased its presence on Griswold Street and will continue to do so for several months. Furthermore, I have scheduled meetings with staff to brainstorm traffic calming measures that could be implemented much sooner than any measures recommended via the Safe Streets for All Program.

**4. Veterans Exemptions**

The Assessor's Department and the Town Attorney are working on a document that details veterans' exemptions currently available to Glastonbury taxpayers via state mandate, veterans' exemptions currently available to Glastonbury taxpayers via municipal adoption, and veterans' exemptions that are not yet available but could be via municipal adoption. I anticipate that the document will be ready by the next Town Council meeting.

**5. Staff Receives Training on Public Act 490**

The Town Attorney has provided staff in the Assessor's Department with a "refresher" training on Public Act 490. PA 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.

## **6. Drug Take Back Event**

On Saturday, October 26<sup>th</sup>, from 11:00 a.m. to 1:00 p.m., the Glastonbury Police Department, in partnership with Parks & Recreation and Youth & Family Services, will be participating in the 27<sup>th</sup> nationwide, one-day collaborative Prescription Drug Take-Back Initiative event. Through this program, state and local law enforcement agencies seek to remove potentially dangerous, controlled substances from our nation's homes. This national initiative provides an opportunity for the public to surrender pharmaceutical controlled substances and other medications to law enforcement officers for safe and proper destruction. The public is invited to bring unused or expired medications to Glastonbury Town Hall (2155 Main St.) for safe disposal any time during the event.

## **7. Sewer Rate Fees**

On October 9<sup>th</sup>, the Glastonbury Water Pollution Control Authority (WPCA) unanimously approved an increase in sewer use rates. The rates were approved following a public hearing on the matter. Rates will increase 5.7% from \$3.40/ccf to \$3.60/ccf for the upcoming November billing. 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.

## **8. Minimum Wage Increase**

On September 27<sup>th</sup>, Governor Lamont announced that beginning on January 1, 2025, Connecticut's minimum wage will increase from the current rate of \$15.69 per hour to \$16.35 per hour. The change is required under a state law that connects the state's minimum wage to economic indicators, specifically the percentage change in the federal employment cost index. Although Glastonbury did not factor a minimum wage increase into the Fiscal Year 2024-25, the projected impact is to be minimal. Seasonal employee costs will increase approximately \$3,000 this Fiscal Year and regular employee costs will increase approximately \$2,000 this Fiscal Year. These are rough estimates because the hours worked vary based on time of year and need.

## **9. AgeWell Across Connecticut Tour**

The Glastonbury Senior Center was recently selected as a featured stop on the AgeWell Across Connecticut Tour. Facilitated by the Connecticut Age Well Collaborative, the tour invited state residents to nominate the local destinations that effectively prioritize inclusivity and accessibility for aging residents, individuals with disabilities, and those with dementia. The Connecticut Age Well Collaborative is a statewide, cross-sector initiative that fosters inclusive communities for aging, dementia, and disability. To learn more about the AgeWell Across Connecticut Tour, or to view a map of all featured stops, please visit <https://ctagewellcollaborative.org/acrossct/>. Congratulations to Town staff and the Commission on Aging for this special recognition.

## **10. Main Street Reconstruction**

Paving operations for Main Street between Ripley Road and New London Turnpike were completed as of October 16, 2024, with temporary pavement markings now in place until the permanent pavement markings can be installed. Paving of driveway aprons within the project limits is scheduled for the overnight hours of Sunday, October 20<sup>th</sup> and Monday, October 21<sup>st</sup>. During the week of October 21<sup>st</sup> signing and pavement markings are also expected to be installed. The installation of decorative crosswalks will be initiated within the next two weeks. That work will require some disruption to traffic between Welles Street and Ripley Road. Updates regarding the schedule for the decorative crosswalk installation will be provided. Some delays through the work zone are expected and motorists are advised to seek alternate routes as possible when this work is under way.

**11. Quarterly Report from the Police Chief**

Attached is the quarterly report for the period of July 1, 2024 through September 30, 2024.

**12. Municipal Revenue Sharing Fund**

The State of Connecticut Office of Policy and Management (OPM) has notified municipalities that they will not receive any money from the Municipal Revenue Sharing Fund dollars this Fiscal Year. Out of an abundance of caution, the Town of Glastonbury did not budget any Municipal Revenue Sharing Fund revenues in this Fiscal Year's budget. Last Fiscal Year, Glastonbury received \$952,000. The year before we received \$730,000. OPM's website has this to say about the Grant: "*Pursuant to subsection (b)(3) of section 4-66l, after the statutory payment requirements are satisfied, moneys remaining in the Municipal Revenue Sharing Fund (MRSF) will be distributed to municipalities according to the formula in subsection (e) of section 4-66l. Each municipality's grant is calculated based on attributes including mill rate and population. Grants to municipalities that exceed the spending cap or rate of inflation as defined in section 4-66l are reduced according to the provisions of that section. Applicable excess revenues deposited into MRSF between July 1 and June 30 must be distributed to municipalities not later than October 1st following the end of the fiscal year.*"

Sincerely,



Jonathan Luiz  
Glastonbury Town Manager

JL/sal  
Attachments

# Glastonbury EMS Weekly Update

September 29 - October 5



	Position
Chief	Chris Ferrall - Interim
Traning 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

Postion duties are currently being re-evaluated.

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## On Duty Ambulance Schedule for week of September 29 - October 5

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Midnight - 7am	1	1	1	1	1	1	1
7am-7pm	2	1	2	1	2	2	1
7pm - Midnight	1	1	1	1	1	1	1
Special Event	None	None	None	None	None	BP Screening	None
EMS Calls	12	9	12	19	8	8	8

Full time employees	7
Part time employees	25
In training employees	2
Volunteers - Active	6
Volunteers - On leave	2
Volunteers - Training	0

## On Duty Ambulance Schedule for week of October 6 - October 12

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Midnight - 7am	1	1	1	1	1	1	1
7am-7pm	2	1	1	1	2	2	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](mailto:chris.ferrall@gvaa.org)

# Glastonbury EMS Weekly Update

October 6 - October 12



	Position
Chief	Chris Ferrall - Interim
Traning Coordinator	Carrie Yarina-Rich
Duty Shift Supervisor	Multiple
Quality Assurance	John Pelow II
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Full time employees	7
Part time employees	25
In training employees	2
Volunteers - Active	6
Volunteers - On leave	2
Volunteers - Training	0

**On Duty Ambulance Schedule for week of October 6 - October 12**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Midnight - 7am	1	1	1	1	1	1	1
7am-7pm	2	1	1	2	2	2	1
7pm - Midnight	1	1	1	1	1	1	1
Special Event	None	None	None	None	None	BP Screening	None
EMS Calls	11	12	14	12	3	12	11

**On Duty Ambulance Schedule for week of October 13 - October 20**

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

Submitted by  
Chris Ferrall  
[chris.ferrall@gvaa.org](mailto:chris.ferrall@gvaa.org)

**PLANT SCHEDULE**

DECIDUOUS TREES	CODE	QTY	BOTANICAL / COMMON NAME	ROOT	CAL.	SIZE
	AROG	3	ACER RUBRUM / OCTOBER GLORY / OCTOBER GLORY RED MARLE	0.8 B	2.5-3" CAL.	
ORNAMENTAL TREES	CODE	QTY	BOTANICAL / COMMON NAME	ROOT	CAL.	SIZE
	CF	2	CORNUS FLORIDA / FLOWERING DOGWOOD	0.8 B	2.5-3" CAL.	
	PSA	1	PRUNUS SUBROSTRATA / AUTUMNAL / AUTUMN FLOWERING CHERRY	0.8 B	2.5-3" CAL.	10-12' HT.
GRASSES	CODE	QTY	BOTANICAL / COMMON NAME	CONT.	HEIGHT	SPREAD
	CAKF	14	CALAMAGRISTIS X ACUTIFLORA / KARL FOCKERSTER / KARL FOCKERSTER FLAT-TOPPED REED GRASS	#3	15-18" HT.	15-18" SPR.
DECIDUOUS SHRUBS	CODE	QTY	BOTANICAL / COMMON NAME	CONT.	HEIGHT	SPREAD
	VPM	2	VIBURNUM PLICATUM / MARIESE / MARIESE DOUBLE-FILE VIBURNUM	0.8 B	5-6' HT.	42-48" SPR.
	VB	3	VIBURNUM X BURKWOODII / BURKWOOD VIBURNUM	#5 CONT.	30-35" HT.	30-36" SPR.

**TOPSOIL, SEEDING & PLANTING NOTES**

- MIX PROPOSED GRADES INTO EXISTING GRADES SMOOTHLY AND NEATLY. ALL SAWCUTS SHALL BE STRAIGHT AND CLEAN.
- TOPSOIL AND SEED ALL AREAS DISTURBED BY CONSTRUCTION ACTIVITIES INCLUDING AREAS OUTSIDE OF THE CONTRACT LIMIT LINE, BUT WHICH ARE NOT COVERED BY OTHER SITE IMPROVEMENTS.
- ALL PLANTING MATERIAL TO BE NURSERY-GROWN STOCK SUBJECT TO APPLICABLE MPTN AND A.A.H. STANDARDS.
- THE CONTRACTOR SHALL SUPPLY ALL PLANTS IN QUANTITIES SUFFICIENT TO COMPLETE THE WORK SHOWN ON THE DRAWINGS AND LISTED IN THE PLANT LIST. IN THE EVENT OF A DISCREPANCY BETWEEN QUANTITIES SHOWN IN THE PLANT LIST AND THOSE REQUIRED BY THE DRAWINGS, THE LARGER NUMBER SHALL APPLY.
- ALL PLANTS SHALL BE APPROVED BY THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION AND SHALL BE LOCATED AT THE GROWING SITE BY THE CONTRACTOR. FOR THE APPROVAL OF THE LANDSCAPE ARCHITECT, ANY INSTALLATIONS WHICH WERE NOT APPROVED BY THE LANDSCAPE ARCHITECT AND WHICH ARE SUBSEQUENTLY REQUESTED TO BE REMOVED WILL BE DONE AT THE CONTRACTOR'S EXPENSE.
- PRECISE LOCATION OF EDGERS NOT DIMENSIONED ON THE PLAN ARE TO BE FIELD STAKED BY THE CONTRACTOR AND SHALL BE SUBJECT TO THE REQUIREMENTS SPECIFIED IN THE PREVIOUS NOTE.
- ALL SHRUBS AND TREE PITS SHALL BE MALCHED TO A DEPTH OF 3" WITH SHARDED PINE BARK MULCH UNLESS INDICATED OTHERWISE.
- THE CONTRACTOR IS RESPONSIBLE FOR ANY DAMAGED VEGETATION AND SHALL REPLACE OR REPAIR ANY DAMAGE AT HIS OWN EXPENSE.
- ALL SHRUBS AND GROUND COVER PLANTING AREAS SHALL HAVE CONTINUOUS BEDS OF AMENDED PLANTING SOIL TO A MINIMUM DEPTH OF 18 INCHES. SEE PLANTING PLANS FOR BED EXTENTS AND DETAILS FOR AREAS OF ADDITIONAL REQUIRED DEPTH.
- THE CONTRACTOR IS RESPONSIBLE FOR LOCATING ALL UTILITIES IN THE FIELD, WHERE PLANT MATERIAL MAY INTERFERE WITH UTILITIES, THE CONTRACTOR SHALL NOTIFY THE LANDSCAPE ARCHITECT TO COORDINATE THEIR INSTALLATION.
- PLANTINGS INSTALLED IN THE DRY SUMMER MONTHS AND/OR LAWN SEEDS OUT OF SEASON OR FALL PERIOD, IF ALLOWED BY OWNER, WILL REQUIRE ADDITIONAL IRRIGATION PROGRAMS AT THE CONTRACTOR'S EXPENSE, UNLESS OTHERWISE DIRECTED BY THE OWNER.
- SUBSTITUTIONS PERMITTED ONLY UPON WRITTEN APPROVAL OF THE OWNER'S REPRESENTATIVE.
- PLANT TAGS TO REMAIN ON ALL PLANT MATERIAL UNTIL FINAL ACCEPTANCE. CONTRACTOR TO REMOVE ALL PLANT TAGS.
- WHERE A SIZE RANGE IS GIVEN IN THE PLANT SCHEDULE, AT LEAST 50% OF THE PLANTS PROVIDED SHALL BE OF THE LARGER SIZE.
- CONTRACTOR TO GUARANTEE ALL PLANT MATERIAL FOR ONE YEAR AFTER DATE OF FINAL ACCEPTANCE.
- CONTRACTOR TO MAINTAIN ALL PLANT MATERIAL UNTIL 60 DAYS AFTER FINAL ACCEPTANCE UNLESS NOTED OTHERWISE IN SPEC.
- WET MEADOW SEED MIX -  
NEW ENGLAND ROADSIDE MATRIX WET MEADOW SEED MIX -  
NEW ENGLAND WETLAND PLANTS INC. OR APPROVED EQUIV.  
INSTALLATION LOCATIONS, WATER QUALITY BASINS AND SLOPES  
SPECIES:  
GRASSES:  
WATER BANK WILD RYE (ELLYGUS SPARBUSS), VIRGINIA WILD RYE (ELLYGUS VIRGINICUS), CREEPING RED FESCUE (FESTUCA RUBRA), SWITCH GRASS (PANICUM VIRGATUM), BLUNT BROOM SEDGE (CAREX COOPRIANA), FOWL BLUEGRASS (POA PRATENSIS), TUFTED HARRIS GRASS (DESCHAMPSIA DESCHAMPSII), SEED OF (ACROSTIS ALBA), CREEPING BENT GRASS (ACROSTIS STOLONIFERA), SOFT TIGRIS (ANCIOSUS EFFUSUS), WOOD GRASS (SCIRPUS CYPHERUS)  
WILDOVERGRASS:  
BLUE VERVAIN (VERBENA HASTATA), CALICO ASTER (ASTER LATERIFLORUS), NOODING BUR MARIGOLD (BISSIS GERANIUM), COMMON SHEEPWEEED (PHELIPIUM AUTUMNALS), SHOWY TOP TITHEAL (DICHROMUM CAMMISSELI), BOWNET EUPHORBIA (EUPHORBIA PERFORATA), NEW ENGLAND ASTER (ASTER NOVAEANGIAE), SPOTTED AND RED WOOD (EUPHORBIA MACULATA), NEW YORK HORNWORM (VERNONIA NOVIBORACENSIS), MONKEY FLOWER (MIMULUS RINZINGI)  
APPLICATION RATE: 35 LBS./ACRE (1 LB. PER 1,250 SQ FT)  
SEEDING DATES: AUGUST 15 - OCTOBER 1 AND APRIL 15 - JUNE 30  
UNLESS OTHERWISE APPROVED BY THE OWNER OR LANDSCAPE ARCHITECT.

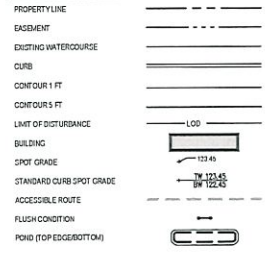
**NOTES:**

- NOTIFY CALL BEFORE YOU DIG # 800-4-A-DAWG AND VERIFY UTILITY MARK-OUT WITH THE OWNER PRIOR TO THE EXISTENCE OF ANY SITE DISTURBANCE.
- THE CONTRACTOR IS SOLELY RESPONSIBLE FOR VERIFICATION OF THE LOCATION AND NATURE OF ALL SUBSURFACE UTILITIES AT THE PROJECT WHICH MAY BE AFFECTED BY THE WORK. CONDITIONS ARE SUBJECT TO UTILITY COMPANY'S RECORD DRAWINGS AND FIELD SURVEY REQUIREMENTS.
- THE LOCATION OF EXISTING SITE FEATURES AS SHOWN HAVE BEEN OBTAINED FROM PUBLIC SURVEYS, FIELD REPORTS, AND OTHER AVAILABLE INFORMATION. THEY MUST BE CONSIDERED APPROXIMATE INDICATIONS OF LOCATION, USE, AND HEIGHT. CONDITIONS ARE PROVIDED FOR INFORMATIONAL PURPOSES ONLY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR FIELD VERIFICATION OF FIELD CONDITIONS.
- THE DRAWING IS INTENDED TO DEFINE THE LOCATION AND LAYOUT OF CONSTRUCTION AND IS INTENDED TO BE USED IN CONJUNCTION WITH APPROPRIATE SPECIFICATION SECTIONS.
- WHERE EXISTING CONDITIONS ARE NOT SHOWN OR INDICATED, THE CONTRACTOR SHALL VERIFY ALL CONDITIONS SHOWN ON THE DRAWINGS AS WELL AS OTHER CONDITIONS HE MAY DISCOVER APPROPRIATE TO FACILITATE THE COMPLETION OF THE WORK. NOTIFY THE ENGINEER OF ANY DISCREPANCIES BETWEEN EXISTING CONDITIONS AND THE CONTRACT DOCUMENTS BEFORE PROCEEDING WITH THE WORK.
- ALL NONCONCRETE PAVING SPACES ARE 9" X 9" W/ 1/4" SLOPE. EXISTING LAWN EDGES SHOWN ON THESE DRAWINGS AND THE NUMBER OF SPACES INDICATED FIELD-MOUNT CALL-OUTS TO THE ENGINEER IN CONJUNCTION WITH THE ENGINEER IF REQUIRED.
- UNLESS OTHERWISE SPECIFIED, CONCRETE SHALL BE CONSTRUCTED PER STANDARD DETAIL.
- THE ENGINEER'S SIGNATURE ON THESE DRAWINGS IS LIMITED TO THE DESIGN OF THE WORK. ANY VARIATION FROM ACTUAL EXISTING CONDITIONS IN THE FIELD - THE CONTRACTOR SHALL TAKE APPROPRIATE MEASUREMENTS TO VERIFY ALL CONDITIONS SHOWN ON THE DRAWINGS AS WELL AS OTHER CONDITIONS HE MAY DISCOVER APPROPRIATE TO FACILITATE THE COMPLETION OF THE WORK. NOTIFY THE ENGINEER OF ANY DISCREPANCIES BETWEEN EXISTING CONDITIONS AND THE CONTRACT DOCUMENTS BEFORE PROCEEDING WITH THE WORK.
- ALL NONCONCRETE PAVING SPACES ARE 9" X 9" W/ 1/4" SLOPE. EXISTING LAWN EDGES SHOWN ON THESE DRAWINGS AND THE NUMBER OF SPACES INDICATED FIELD-MOUNT CALL-OUTS TO THE ENGINEER IN CONJUNCTION WITH THE ENGINEER IF REQUIRED.
- DIMENSIONS INDICATED TOTALS OF TOTAL FINISHED EARTH SURFACE OR CENTERLINE OF IMPROVEMENT, AS APPLICABLE.
- ENGAGE A REGISTERED PROFESSIONAL ENGINEER FOR FOUNDATION AND STRUCTURAL REQUIREMENTS. ALL FOUNDATIONS SHALL BE CONSTRUCTED TO THE DEPTH AND LAYOUT OF THE FOUNDATION SPECIFICATIONS, DIMENSIONS AND ELEVATIONS. SET-OUTS SHALL BE PROVIDED TO THE ENGINEER.
- PROVIDE FOR THE LAYOUT AND STAKING OF THE PROPOSED CONSTRUCTION. ALL PROPOSED SITE IMPROVEMENTS, INCLUDING FURNISHMENTS, UNLESS OTHERWISE SPECIFIED, SHALL BE PROVIDED PRIOR TO PROCEEDING WITH THE WORK.
- UNLESS OTHERWISE SPECIFIED, LINES ARE SHOWN ON THESE DRAWINGS TO BE IN PLACE UNLESS OTHERWISE NOTED.

**SEED MIX SCHEDULE**

MIX	BOTANICAL NAME	COMMON NAME	PERCENTAGE OF MIX
LAWN SEED MIX	FESTUCA RUBRA	RED FESCUE	40.0%
	LOLIUM PERENNE	PERENNIAL RYEGRASS	20.0%
	POA PRATENSIS	KENTUCKY BLUEGRASS	40.0%

**DRAINAGE AND DRAINAGE LEGEND**



**ZONING DATA TABLE**

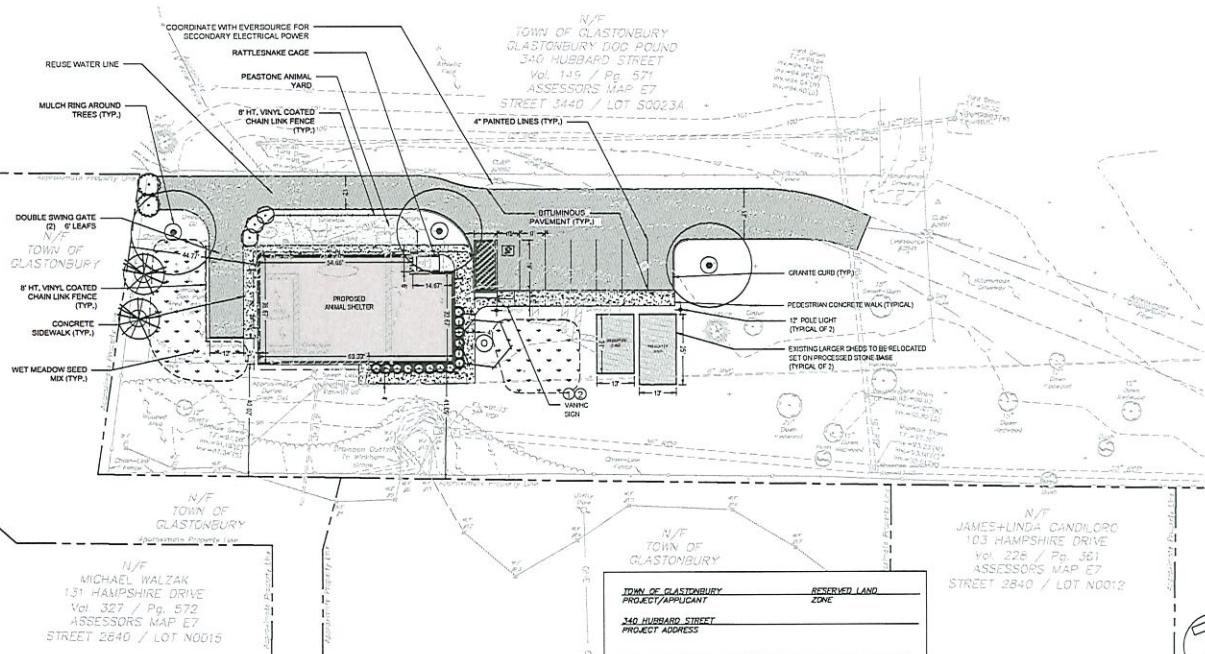
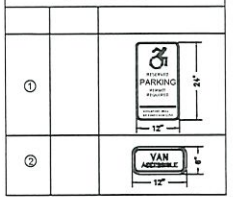
PROPERTY LINE  
EASEMENT  
EXISTING WATERCOURSE  
CURB  
CONTOUR 1 FT  
CONTOUR 5 FT  
LIMIT OF DISTURBANCE  
BUILDING  
SPOT GRADE  
STANDARD CURB SPOT GRADE  
ACCESSIBLE ROUTE  
FLUSH CONDITION  
POND (TOP EDGE/BOTTOM)

ADDRESS: 340 HUSBARD STREET, MAP STREET/LOT E7-340-0023A, ZONE: RESERVED LAND  
USE: ANIMAL SHELTER (NOTE: ON SHARED LAND WITH HIGH SCHOOL)

CHARACTERISTICS	REQUIREMENT	EXISTING	PROPOSED
LOT AREA MINIMUM	NR	NA	NA
ZONING SETBACKS:			
FRONTAGE	NR	NA	NA
FRONT YARD	NR	NA	NA
SIDE YARD	NR	NA	NA
REAR YARD	NR	NA	NA
MAXIMUM BUILDING COVERAGE	NR	NA	NA
MAXIMUM BUILDING HEIGHT	NR	NA	NA
LOADING SPACE	0	---	0
PARKING REQUIREMENTS *	7*	4	7
HANDICAP SPACES REQUIRED	1	-	1

\* SPECIFIC TO THE ANIMAL SHELTER  
\*\* PER SECTION 3.11 P THE REQUIRED NUMBER OF SPACES FOR DOG KENNELS SHALL BE DETERMINED BY THE COMMISSION. THE END USER HAS DIRECTED THAT 7 SPACES ARE SUFFICIENT.

**SIGN TABLE**



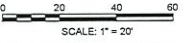
N/F  
JAMES+LINDA CANDLOR  
103 HAMPSHIRE DRIVE  
Vt. 025 / Pg. 431  
ASSESSORS MAP E7  
STREET 2840 / LOT N0012

TOWN OF GLASTONBURY  
PROJECT/APPLICANT  
340 HUSBARD STREET  
PROJECT ADDRESS

SPECIAL PERMIT \_\_\_\_\_ TPZ CHAIRPERSON

DATE SPECIAL PERMIT APPO' DIRECTOR OF COMMUNITY DEVELOPMENT

FILE NO.



(BASED ON FEMA FLOOD MAP 09030202F, THE ENTIRE SITE IS LOCATED IN ZONE X (AREA OF ANIMAL FLOOD HAZARD))

DATE: 10/07/2024  
DRAWN BY: EGO  
SCALE: 1/8\"/>

REVISIONS  
DATE: 10/07/2024  
DESCRIPTION: ELEM PARTIAL

**benesch**  
137 Middle Street, 2nd Floor  
Glastonbury, Connecticut 06033  
P: 860.633.0341  
F: 860.633.0342  
www.benesch.com

**SITE PLAN**

SITE IMPROVEMENTS  
**GLASTONBURY ANIMAL SHELTER**  
340 HUSBARD STREET  
GLASTONBURY, CT 06033

**PROGRESS**  
NOT FOR CONSTRUCTION

**FRIAR**  
21 Turn-off Hatch Road  
Farmington, CT 06032

SHEET NO.  
**C2.0**

DATE: 10/01/2024  
 DRAWN BY: BML  
 SCALE: As Indicated  
 REVIEWED BY: JBS  
 PROJECT NO.: 0606

NO.	DATE	DESCRIPTION

# FLOOR PLAN

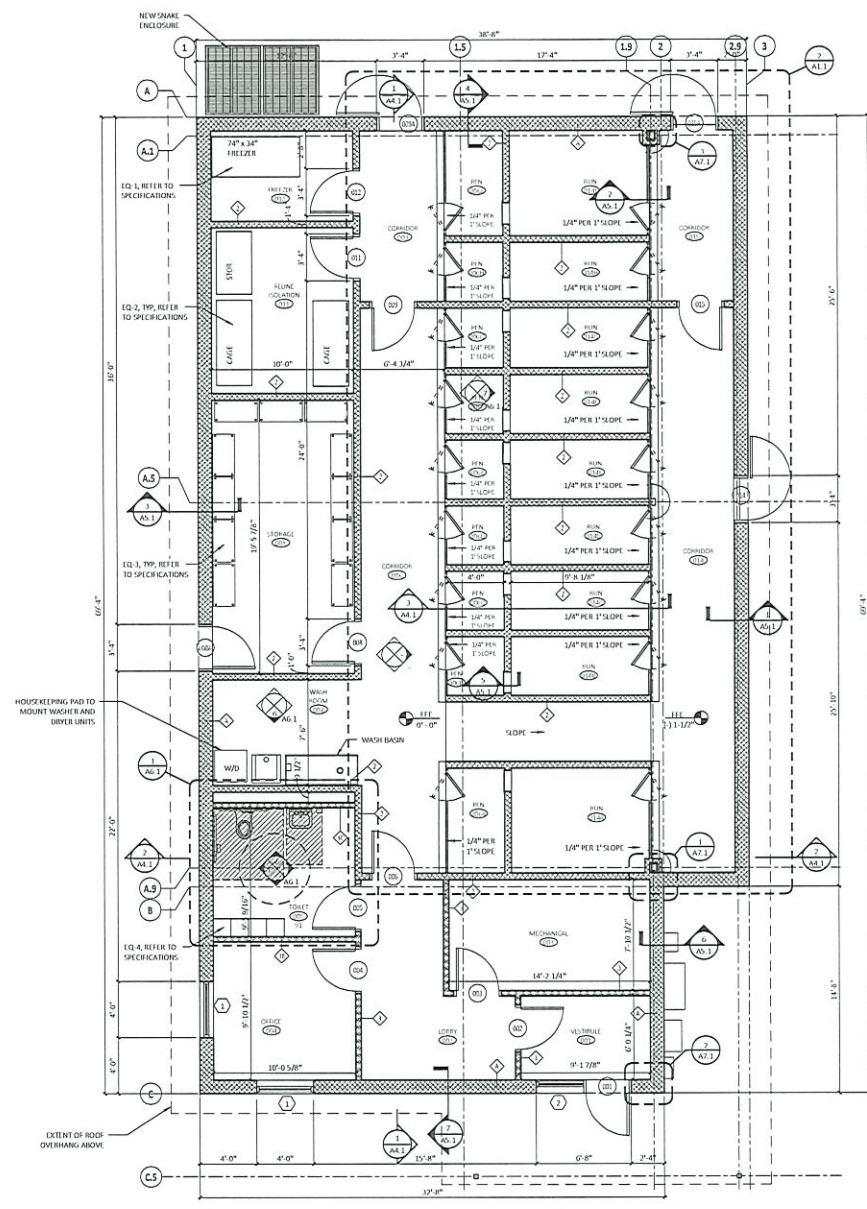
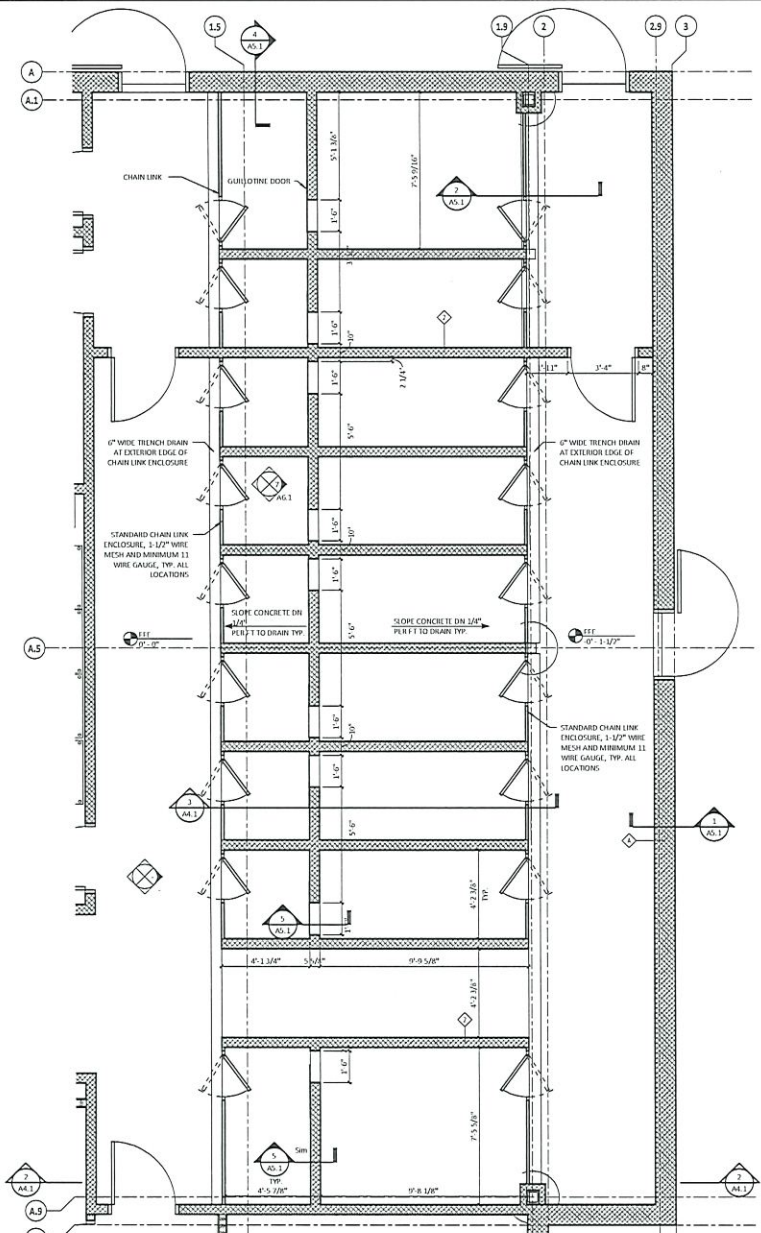
**Glastonbury Animal Shelter**  
 GL-2023-33  
 1086 NEW LONDON TURNPIKE  
 GLASTONBURY, CT 06033

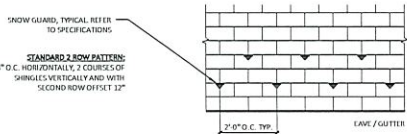
**PROGRESS**  
 NOT FOR  
 CONSTRUCTION

ARCHITECT'S SEAL

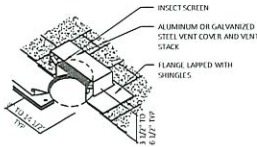
**FRIAR**  
 281 Farmington Avenue  
 Farmington, CT 06032

SHEET NO.  
**A1.1**

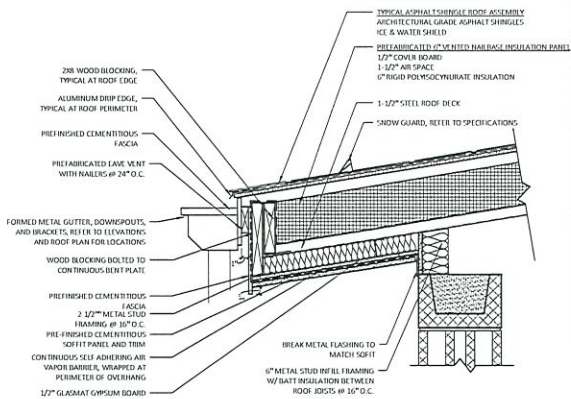




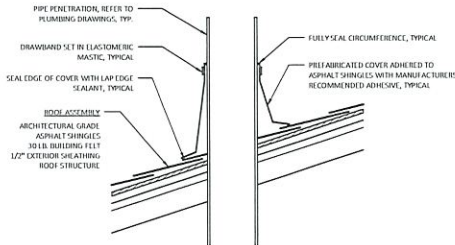
7 SNOW GUARD SPACING DIAGRAM  
SCALE: 1/2" = 1'-0"



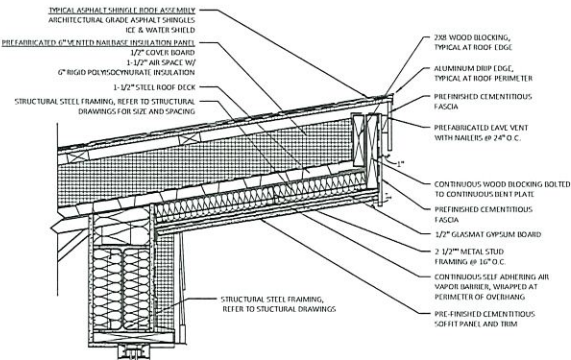
4 SHINGLE EXHAUST VENT DETAIL  
SCALE: 1 1/2" = 1'-0"



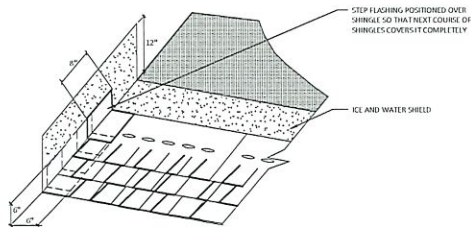
6 ROOF DETAIL - LOW POINT EAVE DETAIL  
SCALE: 1 1/2" = 1'-0"



3 SHINGLE PIPE PENETRATION DETAIL  
SCALE: 1 1/2" = 1'-0"



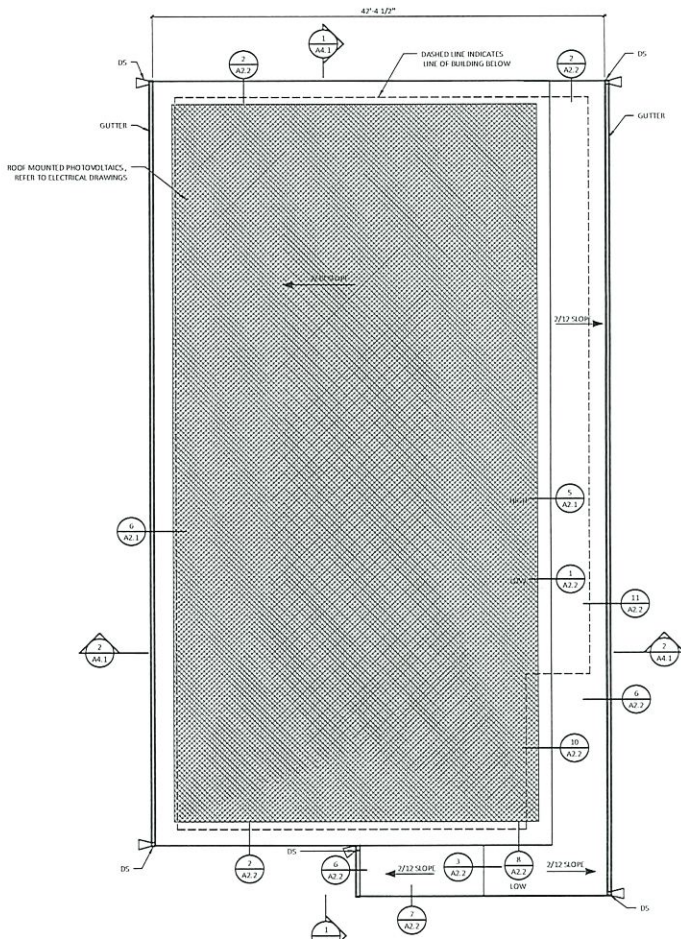
5 ROOF DETAIL - HIGH POINT EAVE DETAIL- STUD  
SCALE: 1 1/2" = 1'-0"



2 SHINGLE STEP FLASHING DETAIL  
SCALE: 1" = 1'-0"

LEGEND REFER TO SHEETS A2.1, A2.2 FOR ROOF DETAILS & TYPICAL ROOF DETAILS

- ROOF DOWNSPOUT LOCATION. PROVIDE SPLASH BLOCK @ ALL DOWNSPOUT ENDS, TYPICAL.
- PLUMBING VENT, REFER TO ROOF DETAIL, 3/16.1
- MECHANICAL EQUIPMENT
- FACE OF BUILDING BELOW
- WALL SECTION LOCATION REFER TO SHEET NO. AS SERIES DRAWING FOR WALL SECTIONS
- ROOF DETAIL LOCATION REFER TO SHEET NO. A2.1, A2.2 FOR ROOF DETAILS.



1 ROOF PLAN  
SCALE: 3/16" = 1'-0"

DATE: 10/01/2024	DRAWN BY: BKH
REVISIONS	SCALE: As Indicated
NO. DATE DESCRIPTION	PROJECT NO.: 0504

NO.	DATE	DESCRIPTION
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ROOF PLAN

Glastonbury Animal Shelter  
GL-2023-33  
1086 NEW LONDON TURNPIKE  
GLASTONBURY, CT 06033

PROGRESS  
NOT FOR  
CONSTRUCTION

ARCHITECT'S SEAL  
  
FRIAR  
281 Farmington Avenue  
Farmington, CT 06032

SHEET NO.  
**A2.1**



DATE: 10/07/2024  
 DRAWN BY: Ambur  
 SCALE: As Indicated  
 REVIEWED BY: bcc  
 PROJECT NO.: 0604

NO.	DATE	DESCRIPTION

**BUILDING ELEVATIONS**

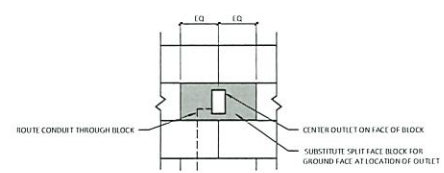
Glastonbury Animal Shelter  
 GL-2023-33  
 1086 NEW LONDON TURNPIKE  
 GLASTONBURY, CT 06033

**PROGRESS**  
 NOT FOR CONSTRUCTION

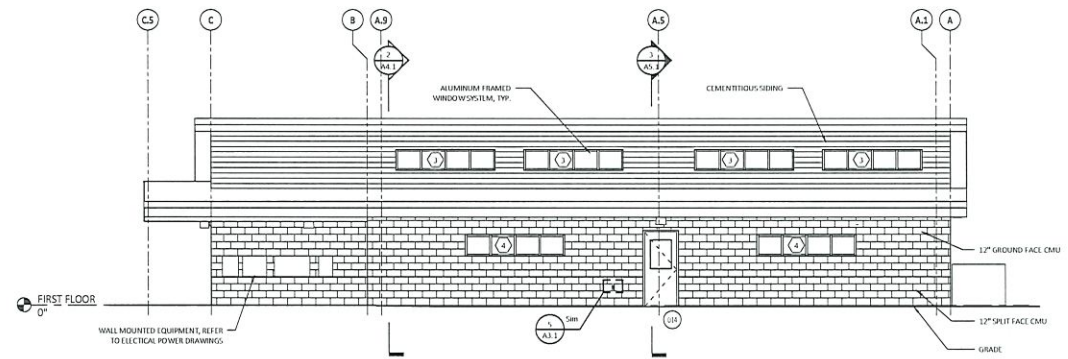
ARCHITECT'S SEAL



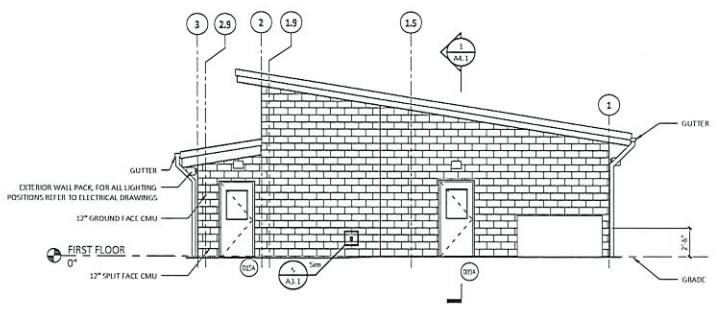
SHEET NO.  
**A3.1**



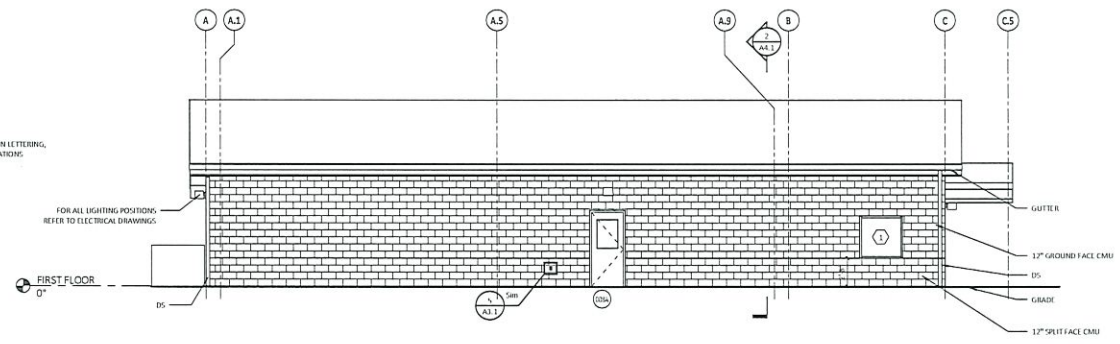
**5 EXTERIOR GFCI OUTLET DETAIL**  
 SCALE: 1" = 1'-0"



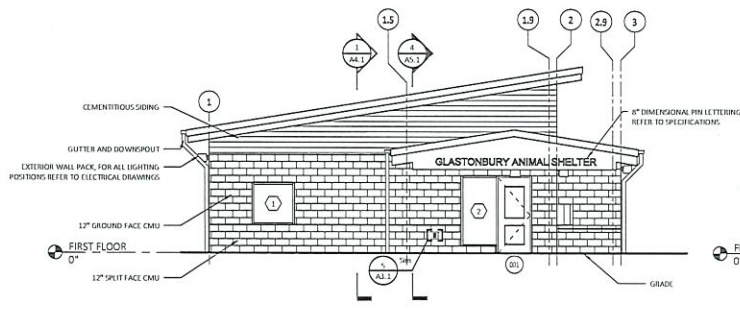
**3 NORTH ELEVATION**  
 SCALE: 3/16" = 1'-0"



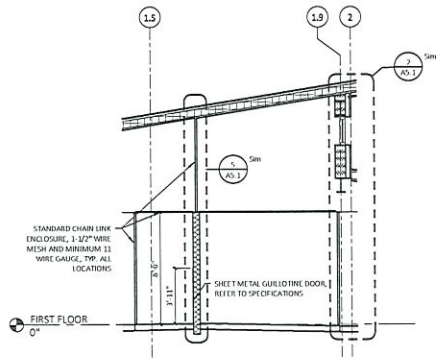
**4 WEST ELEVATION**  
 SCALE: 3/16" = 1'-0"



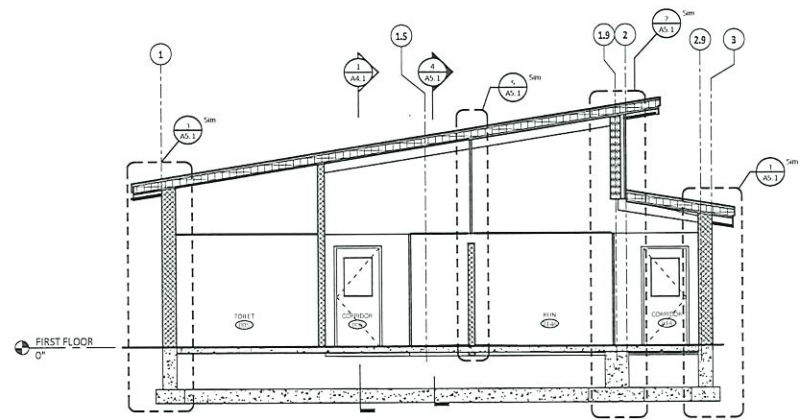
**1 SOUTH ELEVATION**  
 SCALE: 3/16" = 1'-0"



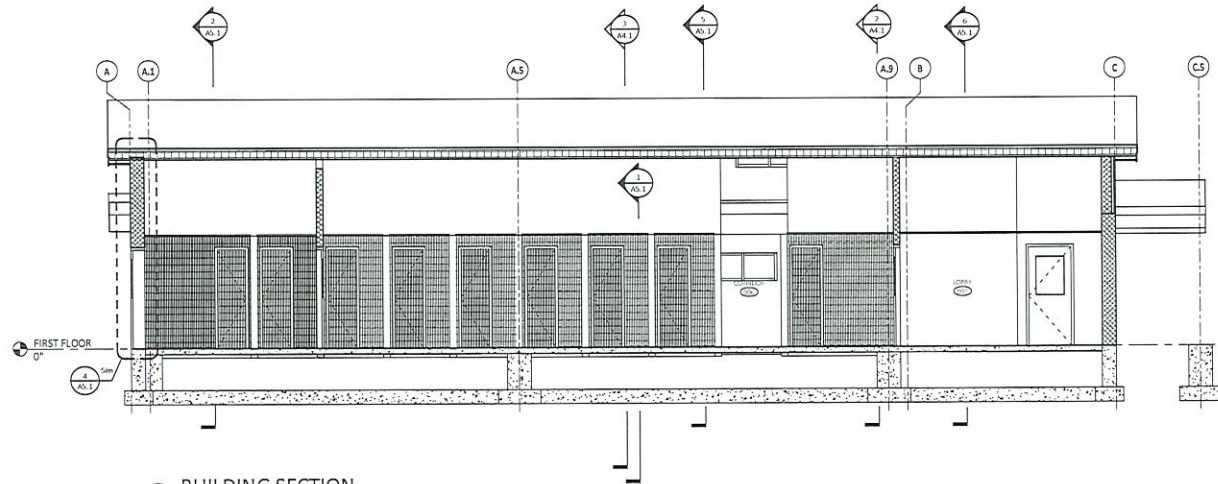
**2 EAST ELEVATION**  
 SCALE: 3/16" = 1'-0"



3 BUILDING SECTION @ KENNEL  
SCALE: 1/4" = 1'-0"



2 BUILDING SECTION  
SCALE: 1/4" = 1'-0"



1 BUILDING SECTION  
SCALE: 1/4" = 1'-0"

DATE: 10/07/2024  
DRAWN BY: Author  
SCALE: 1/4" = 1'-0"  
REVIEWED BY: Author  
PROJECT NO.: 06033

NO.	DATE	DESCRIPTION

**BUILDING SECTIONS**

Glastonbury Animal Shelter  
GL-2023-33  
1056 NEW LONDON TURNPIKE  
GLASTONBURY, CT 06033

**PROGRESS**  
NOT FOR  
CONSTRUCTION

ARCHITECT'S SEAL



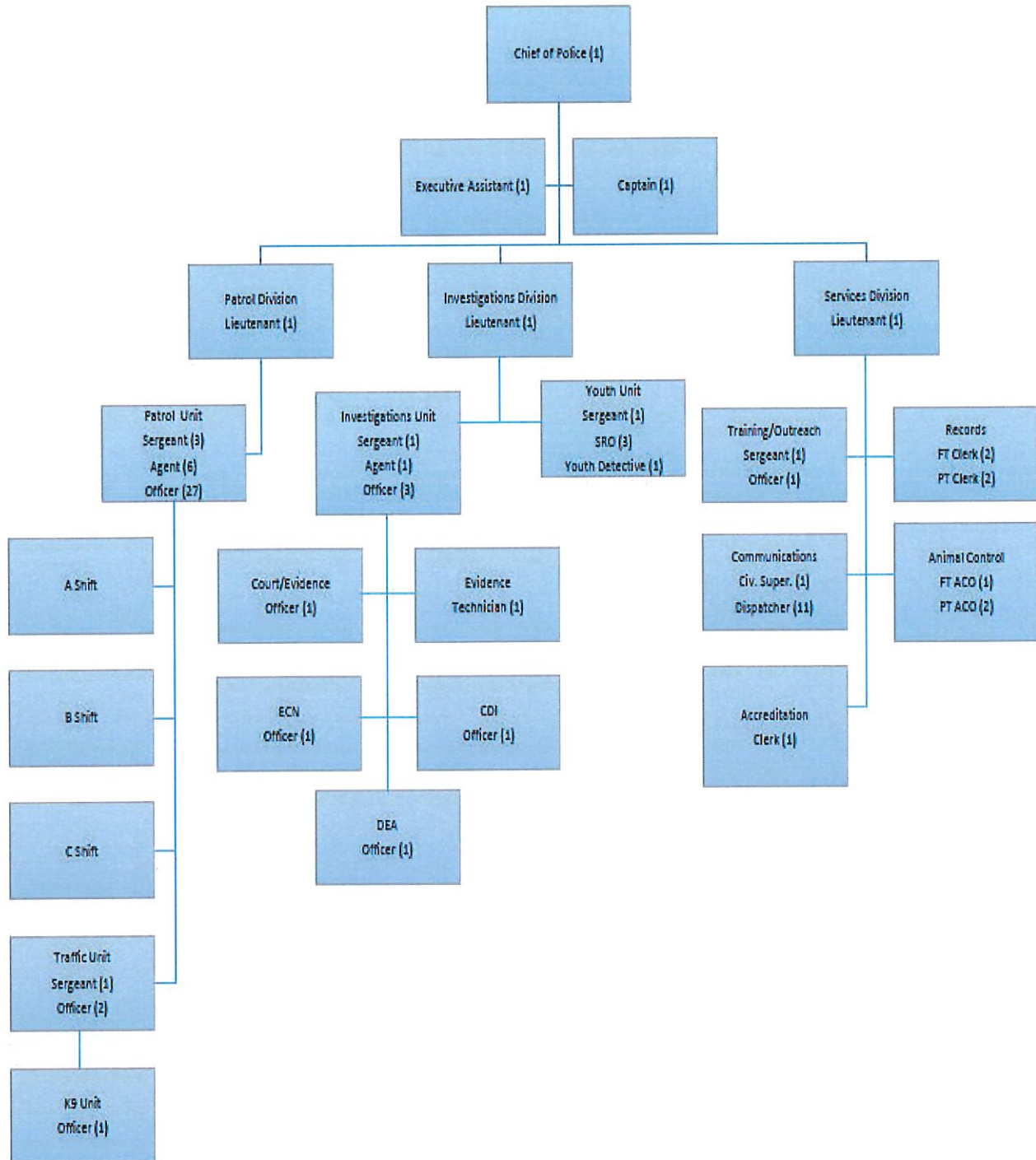
SHEET NO.  
**A4.1**

Glastonbury Police Department

Quarterly Report

July 1, 2024, through September 30, 2024

# Organizational Chart



## Recruitment and Retention

We currently have four police officer and three dispatcher vacancies and are continuously recruiting to fill these positions. Although we are hiring three police officers in October, we anticipate that two officers and one dispatcher will resign during that month. Additionally, we expect several police officer retirements in the coming months.

We are collaborating with HR to refine our recruitment processes, aiming to attract high-quality candidates with a focus on partnering with PoliceApp.com. Most police agencies in Connecticut utilize PoliceApp.com to recruit and test candidates for positions such as police officers, dispatchers, and animal control officers. Although recruitment challenges persist for many agencies, even those using PoliceApp.com, they generally receive more applicants than we do.

Our recruitment plan (Appendix A) supports our efforts to address these challenges. Attracting police candidates remains a significant concern across the industry, as the applicant pool has drastically declined, and candidates are prioritizing agencies that offer the most competitive pay and benefits. We have also observed a trend among younger employees who are more inclined to change jobs or even careers within a few years of hire.

We maintain a recruitment team that participates in various career events and other outreach efforts. This quarter the team represented GPD at the following Career Fairs: University of New Haven, University of Hartford, Fairfield University, Central Connecticut State University, and Western Connecticut State University.

The police chief serves on a CCSU advisory board to develop a Public Safety Track for undergraduate students and to ensure that CCSU students are prepared for the demands of 21st-century policing. The Advisory Board provides valuable input and recommendations to CCSU faculty on current challenges in recruitment, hiring, retaining, and promoting officers.

The police captain was a guest speaker at Post University to discuss career opportunities at GPD and the police hiring process. The invitation came because of GPD's presence on LinkedIn social media.

We regularly monitor staffing to determine whether levels are adequate to ensure public safety and community demands. Connecticut averages 1.7 officers per 1,000 inhabitants. The same is true for towns in the Northeast and New England with populations between 25,000 and 49,999. Glastonbury's 2021 population estimate according to the US Census Bureau (released in May 2022) is 35,054. The Police Department is currently staffed at 1.7 officers per one thousand residents. No national or industry standard recommends the number of officers based on population size, and the per capita approach to staffing fails to consider more relevant factors such as individual community demand and character, number, and type of calls for service, and officer workload. However, the per capita measure is useful for comparison purposes.

The following personnel actions occurred during the quarter:

- Officer Meaghan Conforto was hired
- Dispatcher Dodge resigned
- Officer Gajor completed his field training



Officer Meaghan Conforto swearing in ceremony

## NIBRS

The National Incident-Based Reporting System (NIBRS) is a system in which law enforcement collects data on a broad array of crimes, then transmits that information to the FBI for analysis and publication. NIBRS data is automatically generated as a byproduct of the Glastonbury Police Department's computer-aided dispatch/records management system. NIBRS improves our understanding of crime and public safety and can be used for tactical or strategic analysis at the local, state, and national levels. At its most basic level, a quick glance at NIBRS data can help us detect trends and allows us to compare our data against other agencies. Appendix D depicts GPD NIBRS data (number of victims) for the indicated time periods.

*It is important to note that the NIBRS program does not measure or consider all factors that have an impact on crime. Superficial conclusions are sometimes drawn from crime and arrest data. These conclusions may lead to simplistic and/or incomplete analyses that can create misleading perceptions. Valid assessments are possible only with careful study and analysis of the range of unique conditions affecting each local law enforcement jurisdiction.*

Total Calls/Incidents	7,904	
Total Arrests	Adult: 146	Juvenile: 7
Drug Arrests	7	
DUI Arrests	11	

## Motor Vehicle Enforcement Activity

Section 54-1m of the Connecticut General Statutes requires an annual analysis of traffic stops to be conducted for all police departments in Connecticut as part of the Alvin W. Penn Racial Profiling Law enacted by the Connecticut General Assembly in 1999. GPD's CAD/RMS system automatically transmits motor vehicle stop data to the Institute for Municipal and Regional Policy (IMRP). The IMRP analyzes the data and publishes an annual report on their findings. Appendix B contains data reported to IMRP for the reporting quarter.

Total Stops	Arrests	Summons	Infraction	Written Warning	Verbal Warning	No Disposition
889	4	36	155	349	339	6

## Patrol Unit

- Officers completed 20 Risk Protective Order (RPO) Applications (Officers complete RPOs when they have reason to believe a person is a danger to themselves or others, but the person does not have a pistol permit or any registered weapons).
- Officers completed 43 Police Emergency Exam Requests (PREE). PREEs are completed when an officer believes an individual is a harm to himself and others, or gravely disabled and wants to have them evaluated at a hospital.
- Officers conducted 3,244 property checks.
- Patrol Officers have been reassigned during several shifts to locate and apprehend wanted subjects.
- Evening Shift Officers have been assigned overlap shifts to supplement staffing on part of the midnight shift.
- Bicycle patrols continue where staffing and weather permits

## K-9

K-9 Soleil and Officer Cavanaugh undergo monthly training in various skills, including obedience, evidence recovery, building and area searches, box searches, apprehension and handler protection, tracking, narcotics detection (in vehicles and rooms), and navigating obstacles. The team has participated in multiple K9 competitions and delivered numerous community policing demonstrations. They have also been called upon to assist with drug searches during motor vehicle stops, leading to several arrests for narcotics and weapons offenses. Additionally, they have conducted searches for missing or endangered individuals and tracked persons wanted for serious assaults and stolen vehicles.



Soleil takes 3<sup>rd</sup> overall in nationwide competition!



## Animal Control

Glastonbury Animal Control is staffed by one full-time and two part-time Animal Control Officers who are responsible for enforcing state laws and Town ordinances pertaining to animals, as well as monitoring compliance with dog licensing and rabies vaccination laws.

Calls for Service	213
Barking Dog	1
Roaming Dog	58
Aggressive Dog	2
Dog Bites	12
Other Dog Complaints (e.g., welfare, injured)	23
Cat Complaints (e.g., feral, domestic, stray)	18
Cat Bites	2
Animal Cruelty	0
Domestic Animal Complaints (e.g., Horses, chickens)	3
Confirmed Rabies	0
Wildlife Complaints (e.g., rattlesnake, fox)	96
Sick/Injured Wildlife	96
Destruction of Sick/Injured Wildlife	11
# Infractions	9
# Misdemeanor Summons	0
# Written Warnings	0
# Town Code Violations	0



Injured rabbit brought to wildlife rehab



Yellow phase Timber Rattler before being returned home!

## Traffic Unit

GPD maintains a Traffic Unit staffed by three sworn officers (one Sergeant and two Officers). The Traffic Unit is responsible for planning, analyzing, inspecting, and coordinating the Department's traffic activities, including formulating operational plans for special events. The Traffic Unit Sergeant works with other town departments (e.g., Plan and Zoning, Engineering, Board of Education) and citizen groups on matters related to traffic safety. The Traffic Unit Sergeant provides a quarterly accident analysis to staff (See appendix E).

Officers assigned to the Traffic Unit conduct selective enforcement based on an analysis of traffic statistics and citizen requests. The analysis includes a review of accident statistics based on location, time of day and nature of violations, peak traffic periods, and traffic complaints. Officers assigned to the traffic unit investigate motor vehicle complaints of a serious or repetitive nature. Traffic officers use radar and laser speed measuring devices and other traffic enforcement techniques such as high visibility preventative patrols and unmarked vehicles as part of their traffic enforcement activities.

The Department owns ten radar signs. We utilize radar signs to gather data on vehicle speed and traffic volume. This information plays a crucial role in our decision-making process regarding traffic safety, road signage, and other related measures. By analyzing the collected data, we can make informed decisions to enhance road safety and address community concerns effectively.

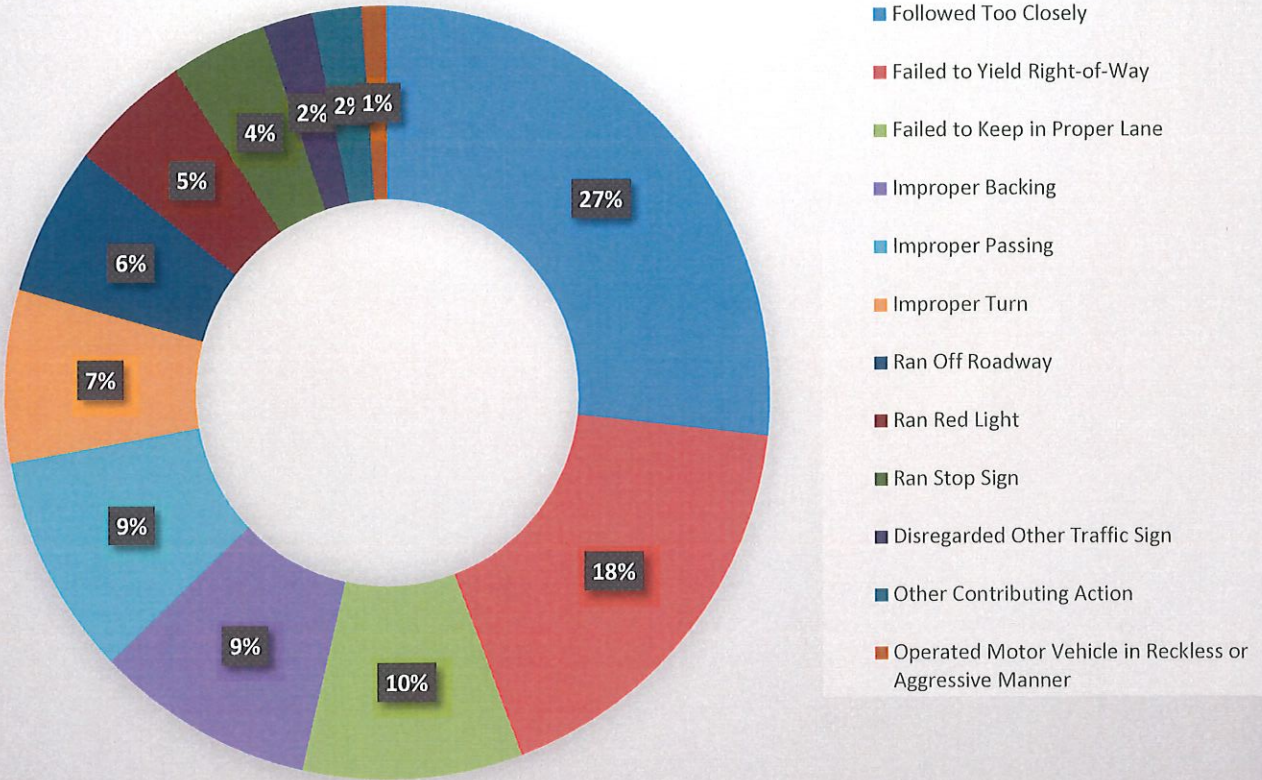
The Traffic Unit Sergeant liaisons with the Department of Transportation regarding grant-related highway traffic safety initiatives and is responsible for applications, assignments, and reporting on traffic grant activities. GPD participated in the following campaigns this quarter: **Drunk Driving Enforcement**

Traffic Unit officers receive specialized training in accident investigation and investigate all accidents involving fatalities, serious personal injury, school bus (with passengers), and complex accidents that may require special training, equipment, or expertise. Our CAD/RMS system automatically transmits accident data to the DOT for analysis. Detailed analysis of motor vehicle accident data is available to authorized users through GPD programs and the Connecticut Crash Data Repository, a web tool designed to provide access to select crash information collected by state and local police.

Total Motor Vehicle Accidents	97*
Fatal	0
Injury/Possible Injury	18
Property Damage Only	79

\*Total no longer including private property or late reported crashes

# Accident Causes



## Investigations Division

The Investigations Division's primary function is to assist the Patrol Division with investigations that cannot be completed due to time and geographic limitations and to investigate serious crimes. The major functions of the Investigations Division include conducting criminal investigations, apprehending criminals, developing and utilizing informants, processing complex crime scenes, conducting background investigations, maintaining professional relationships with other criminal justice agencies, and recovering stolen property. Several specialized units are assigned to the Investigations Division.

One investigator is assigned full-time to the Center for Digital Investigations (CDI). This is an off-site facility staffed by investigators from numerous agencies. Their primary functions are to perform forensic analysis on electronic evidence and conduct proactive investigations into internet crimes, including human trafficking and child internet sex crimes. The investigator works with the Department of Homeland Security (HSI) on child internet sex crime investigations.

Two investigators are assigned to narcotics teams (one regional and one federal). The federal task force was created specifically to address the opioid crisis. Many of their investigations are lengthy and complex. The US Attorney press releases I forward announcing the arrest and conviction of certain drug and sex offenders are typically the result of work from task force and CDI investigations.

One investigator is assigned to the Capitol Region Human Trafficking Task Force. Another is assigned to the Greater Hartford Region Auto Theft Task Force.

The civilian forensic technician documents and processes evidence at and from crime scenes. He is our liaison to the state lab. The technician performs all non-criminal fingerprinting services amongst numerous other functions (e.g., retrieves surveillance footage from various locations in and out of town, photographs town functions, processes video evidence, and creates ID cards for town employees).

The court/evidence officer is our liaison to the courts. He is responsible for transporting prisoners, processing court paperwork, and managing all evidence housed at the police department.

The Youth Unit consists of one supervisor, three School Resource Officers, and one Youth Detective.

## Investigations Unit

Total Cases	371
Total Criminal Investigations	58
Pistol Permit Investigations	50
Fingerprinting Services	143
Employment Background Investigations	10
Total Stolen Vehicles	*2
Total Catalytic Converter Thefts	0

\*1 vehicle was a Kia where the ignition was defeated; 1 was a dirt bike stolen out of a garage

## Youth Unit

Youth Unit Stats (year to date)	Cases	Arrests	Diversions	Infractions
<b>TOTAL</b>	<b>173</b>	<b>8</b>	<b>5</b>	<b>37</b>

- School Resource Officers recognized by Principal of Glastonbury-East Hartford Magnet School for positive relationship and proactive approach to improving security.
- Officer DiLorenzo assigned as the new GHS SRO
- Officer Trudeau assigned as SRO to elementary schools and LINKS Academy at Eastbury
- Youth Unit members along with the Community Outreach Officer have been participating in the Welles Village Activity Council for Youth (WACY) events both in and out of town.
- SRO taught TEAM (Teaching, Educating, and Mentoring) to students. TEAM is an educational initiative focusing on teaching students important life skills, safety awareness, and making positive choices.
- Cadet program is growing, and they are now meeting weekly. In July, six cadets and advisors attended the Cadet Academy at Westfield State University, a week-long training and competition summer camp with cadet posts from throughout New England. The academy is the largest in the country with more than 600 overall participants and advisors split among multiple phases designed to train cadets for future careers in law enforcement. Not only did the cadets, and advisors, gain a significant amount of training, experience, and networking from the event, but GPD Cadets also won two awards during their inaugural attendance, showcasing the knowledge they have attained in their short time in the post. Currently the cadets are training in the area of law enforcement tactics in preparation for the next NERLEEA event, the Tactical Challenge on 10/12/24.
- On 9/29/24, Sgt. Barao hosted the 14<sup>th</sup> annual Connecticut Law Enforcement Officers Memorial Run 5k at the Wadsworth Mansion in Middletown, CT. This year the race generated over \$15,000, with over \$120,000 raised over the event's history, for the National Law Enforcement Officers Memorial Fund and the Concerns of Police Survivors. Both foundations work to memorialize fallen officers, take proactive steps to prevent further casualties, and support the families of officers lost in the line of duty. This year brought out 399 runners with approximately 57% of those being sworn officers representing 49 police agencies from all over Connecticut. Additionally, this year paid special tribute to Connecticut State Police TFC Aaron Pelletier who died in the line of duty on 5/30/24. TFC Pelletier's wife, Dominique, was in attendance and ran the race in honor of her husband. The CTLEOMR 5K, a 501(c)(3) non-profit organization, will continue into its 15<sup>th</sup> year on Sunday, October 26, 2025. More information on the event can be found at [www.ctleomr.org](http://www.ctleomr.org).

## Community Outreach

Our community outreach officers performed the following activities during the quarter in cooperation with other GPD and town staff:

- One hundred twenty-eight (128) criminal history checks for potential applicants for the Town of Glastonbury Housing Authority
- Collected 136 lbs. of drugs collected during the Glastonbury Police Department's drug takeback program. Destroyed total of 420 lbs. of drugs collected between April and September
- Overdose Awareness Campaign & Walk
- Collected 32 lbs. of Rx drugs during Farmers' Market
- Elder fraud presentation at St. Augustine Church
- Presentation at 1177 Hebron Avenue to residents and staff about common identity theft scams targeting the elderly
- Visited Camp WACY at Welles Village for the Cones with Cops event. Children asked many questions about police profession and participated in fun activities related to policing.
- Kidding Around Downtown event at the park of Hebron Ave and Main Street. The two hours event featured vendors, activities, crafts, presentations from the local youth organizations and emergency vehicles displays.
- Visited Camp Courant for the law enforcement day. Cooked and served meals for kids. GPD staff did demos on equipment and K9
- Participated in the backpack giveaway event hosted by Verizon Wireless 2450 Main Street. Parents and children explored police vehicle and asked questions about policing.
- Inspected 15 Child Safety Car seats.
- Conducted a four-hour car seat inspection clinic at the Fire Company One with collaboration from Save Kids CT. This was a part of a state-wide campaign preceded by successful grant application for the new seats and demo materials. There were 22 car seats inspected with participation of technicians from Rockville and Hebron Volunteer Fire Departments, New Haven and Manchester Police Departments, and DATTCO.
- Hosted National Night Out
- Visited Learning Experience Learning Center with Officer Cavanaugh where we read to the children, did an arts activity and did a K9 demonstration
- Attended the Olive Branch Back to School event. The event was attended by Sen. Blumenthal, Lt. Governor Bysiewicz Comptroller Sean Scanlon and Rep. Jill Barry. The Olive Branch is a community space which extends goodwill to children and teens, as well as families who are receiving support from the Department of Children and Families. Gifts are available to families with open DCF cases.
- Participated in the Town's Youth and Families back to School event at RCC. Demoed bicycle safety, gave away bike helmets and conducted a bike rodeo. Two bicycles were raffled away
- Participated in the Special Olympics Dream Ride at the Farmington Polo Club
- Buttonball School Fall Fest with cruiser demonstration and safety workbooks giveaways
- Participated in the Career Fair at POST Academy in Meriden
- Attended Fairfield University's Career Fair
- Participated in the Glastonbury Roman Catholic Parishes Fall Festival at the Elks Club. Brought a cruiser to the event and demonstrated equipment used by police in the performance of their duties.
- Attended the open house of the Bright Horizons at Village Place daycare center with cruiser demonstration and small gifts giveaways.

### Training Unit

To maintain certification, Connecticut police officers are mandated to complete certain training on a schedule as determined by the training academy (POST). CALEA requires certain additional training. GPD has a cadre of training officers in various subjects. We complete some mandatory and additional training in-house. Officers attend in-service training every three years. We also send staff to a variety of additional training based on their needs and interests.

The following training was provided throughout the quarter:

- Officer Survival
- OC/Baton/Handcuffing
- Accident Reconstruction
- Basic Crime Scene
- Advanced Roadside Impairment Detection Enforcement. (Training designed to enhance officers' skills in identifying and assessing drivers who may be impaired by drugs or other substances)
- Law Enforcement Executive Development Association: focus on leadership development skills for Command Staff
- Drone Pilot training
- Twelve officers completed recertification
- Emergency Medical Response recertification
- Human Trafficking
- Digital Forensics
- Special Victim's Investigation
- Narcotics Investigations

One of our goals is to ensure new officers receive training in basic crime scene management/investigation, interview and interrogation, crisis intervention, and DUI detection as soon as possible after completing their field training. We have achieved that goal with our academy graduates to date.

### Use of Force

Connecticut General Statute 7-282e requires each law enforcement unit to report a record of any use-of- force incident that meets the following criteria:

1. When a police officer witnesses another police officer use what the witnessing officer objectively knows to be unreasonable, excessive, or illegal use-of-force or is otherwise aware of such force by another police officer.
2. When a police officer uses physical force that is likely to cause serious physical injury, as defined in C.G.S. 53a-3 to another person or the death of another person, including, but not limited to:
  - a. Striking another person with an open or closed hand, elbow, knee, club, or baton, kicking another person
  - b. Using OC spray, CEW, or a less lethal projectile
  - c. Using a chokehold or neck restraint
  - d. Pointing a firearm, less lethal launcher, or CEW laser sight at a person

- e. The discharge of a firearm, for other than training, testing, or to dispatch an animal
  - f. Any incident where a police officer uses physical force that is likely to cause serious physical injury, as defined in C.G.S. 53a-3, to another person or the death of another person.
3. Connecticut General Statute 54-1t requires each law enforcement unit to report a record of any incident involving the use of an electronic defense weapon.

There were no reportable use-of-force incidents this quarter.

### Motor Vehicle Pursuits

In accordance with Connecticut General Statutes, GPD submits an annual report to the Police Officers Standards and Training Council regarding pursuits by police officers. There were no pursuits this quarter, but there were multiple incidents where officers opted not to pursue fleeing motorists as doing so would have violated state law and policy.

### Projects/Miscellaneous

- Public Safety Radio System Infrastructure upgrade: Infrastructure phase of the system upgrade has begun. We are testing and evaluating portable and mobile radio options and expect to purchase them next quarter.
- Sidewalk: The sidewalk project was suspended but is being reviewed for options.
- Gates: East and west PD entrance gates have been ordered and should be installed next quarter.
- Animal Shelter: Options still be considered
- Chief Porter sits on a committee with the Hartford State's Attorney, two other police chiefs, and a victim advocate, that is tasked with creating a statewide model policy for sexual assault investigations and creation of a regional Sexual Assault Response Team (SART). The SART will consist of officers from several agencies who have received specialized training in sexual assault investigations and will be available to regional partners who require assistance. The SART will operate like a multi-disciplinary team.
- Chief Porter represents the Connecticut Police Chief's Association on a Sexual Assault Kit (SAK) Initiative working group whose main objectives are improving SAK case management, improving sex assault investigations, and ensuring justice for survivors.

### Cases of Note

- Suspect arrested by warrant for attempted theft of m/v from Red Hill Road in February 2024.
- Juvenile arrested for July 2023 m/v theft from Stockade Road.
- Four suspects arrested in a stolen motor vehicle in Home Depot lot after a License Plate Reader alert.
- Suspect arrested for possession of stolen m/v after colliding with stone wall on Griswold Street.
- Suspect arrested for charges related to catalytic converter thefts from several addresses on 9/30/2023.
- Suspect arrested for charges related to theft of tires and rims from vehicles parked at hotels on Glastonbury Boulevard on 10/22/2023.



- Suspect arrested for charges related to a burglary at Glastonbury Foreign Auto on 5/11/2023 during which multiple vehicles were stolen.
- Suspect was extradited from New Hampshire and arrested for charges related to a burglary at 126 Georgetown Drive in September of 2020.
- Suspect was arrested for failing to report a stolen firearm and negligent storage of a firearm. The suspect's stolen firearm was subsequently used in several armed robberies in the region.
- Suspect arrested for attempted theft of a motor vehicle from Shallow Brook Lane. The suspect had previously been charged for a string of armed robberies and burglaries throughout the region, including in Glastonbury.
- Suspect arrested for June 2024 burglary of business at 731 Hebron Avenue.
- Several suspects arrested by warrant for engaging police in pursuit after attempted m/v stops throughout the month.
- Suspect arrested for 2 counts of Larceny 6th by warrant after he went on a honey stealing spree, targeting multiple farm stands in South Glastonbury.
- The suspect who engaged police in pursuit in May was arrested by warrant. He attempted to elude police by driving the wrong way around the roundabout at Hebron and House at a high rate of speed, drove head-on towards a police cruiser, and ultimately hit a sign and house. He ran from the car after the accident but was located in a wooded area nearby with the assistance of a CSP K9. He was driving under suspension and under the influence.
- Juvenile arrested after investigation into threats to GHS and GHS students on Discord social media
- Two juveniles arrested after causing over \$17,000 in damage at American Ladders and Scaffolds and committing burglary/larceny at the business
- East Haven man sentenced to 5 years in federal prison for narcotics distribution and firearms possession offenses after investigation by the DEA Tactical Diversion Squad. GPD has an officer assigned to this DEA task force
- Suspect arrested for domestic violence and firearms related charges after officers investigated a complaint during which the suspect displayed a loaded handgun. A K9 search located two loaded handguns the suspect had hidden prior to police arrival. Suspect is a convicted felon.
- Suspect arrested for arson after he intentionally started a fire in a residence after a dispute with other occupants
- Suspect arrested after domestic violence incident near Matson Hill open space during which the suspect smashed out the windows of a vehicle with a baseball bat after and argument with her boyfriend
- Two juveniles and one adult arrested during a burglary-in-progress at 137 National Drive

## Appendix A

### GLASTONBURY POLICE DEPARTMENT RECRUITMENT/SELECTION PLAN 2024

#### Recruitment in the Community

In accordance with the Town of Glastonbury's Equal Employment Opportunity Plan, and with the purpose of reaching a large and diverse candidate population, the Town's Human Resources Department, in cooperation with the Police Department, will announce job openings in multiple venues as indicated in the recruitment plan. Announcements are established so the applicant can gather information on the town, the position, and the recruitment process. The Town of Glastonbury does not automatically disqualify police department applicants due to past minor arrests and/or financial difficulties, as we understand the impact this can have on minority hiring opportunities.

#### Recruitment Plan

The department will work in conjunction with the Human Resources office in establishing the recruitment efforts for the police department. The department will maintain a recruitment plan, a statement of objectives, and a plan of action to achieve those objectives and conduct an annual analysis to include progress toward objectives and revisions as needed. Female and minority employees may participate in job fairs and other functions to demonstrate a commitment to equal employment. We recognize word of mouth as an effective recruitment strategy, but are aware it can lead to implicit bias and reduced minority hiring; therefore, any recruiting completed in this fashion is carefully vetted.

#### Policy Evaluation/Procedure for Grievances/Budget

The police department, as a National Law Enforcement Accredited Agency, complies with CALEA standards that require the police department to maintain an equal employment opportunity plan and a recruitment plan with provisions for progress and revision. If an employee feels they have been discriminated against, they follow procedures in accordance with collective bargaining agreements and the Town Employee Manual. The Human Relations Commission would serve as a fair hearing body in response to complaints regarding discrimination or inequity of treatment. Expenses for the administration of the recruitment and selection process are provided for in the Town's General Fund Budget.

#### Community Profile/Department Profile

The Town of Glastonbury is located in Central Connecticut, in Hartford County, and is the oldest Inland settlement east of the Connecticut River. Residents of Hartford first settled it in 1636. The boundaries were enlarged several times after that date, making the town one of the largest in

the State of Connecticut. Home to approximately 35,054 people (according to the US Census Bureau’s data released May 2022) Glastonbury is spread over 52.2 square miles. Glastonbury maintains a Town Council/Town Manager form of government. Eight schools comprise the Glastonbury Public Schools System including one high school, one 7th and 8th grade middle school, a 6th grade school, and a total of five Kindergarten to 5th grade elementary schools. There are four fire stations in the Town of Glastonbury. The Emergency Medical Services provided for town residents and visitors are provided through the Glastonbury Emergency Medical Services and Ambulance Service of Manchester.

The Glastonbury Police Department has an authorized strength of sixty-one full-time police officers, twelve public safety dispatchers, four full-time civilians, one full-time animal control officer, and five part-time civilian employees (two animal control officers, one part-time community service officer, and two part-time records clerks). The Table of Organization for the Department is on page 1. **There are currently four sworn officers and two dispatcher vacancies.**

Staff Demographics Report	
Category	Percentage (%)
Overall Staff	21% Female
Sworn Staff	13% Female
Supervisors	17% Female
Sworn Officers (Minority)	10%
Overall Staff (Minority)	12%

Objectives & Goals	Strategy is Designed to Close this Gap:	Plan of Action	Possible Tactics/Team Action	Progress	Individual/s Responsible	Deadline/s & Results
<b>Online/Media Recruiting</b>	Ensure we are reaching majority of potential applicants.	Placing vacancy announcements online is more effective and economical than using most traditional forms of advertising. Sites specific to police employment, as well as general job search sites should be considered. As the internet is so dynamic, decisions on which sites to use may need to be made based on best information available at the time of the job announcements.	Job Bank NE Minority News P.O.S.T. Town of Glastonbury Web Site Policeone.com National Minority Update Glastonbury Citizen Facebook.com (w/paid ad "boost") Indeed LinkedIn	Completed	HR and PD	Ongoing. Increased online minority/veteran media recruitment
<b>Campus Recruiting Job Fairs</b>	Need to improve overall applicant pool.	College, high school, and workplace recruiting can be a very effective method for attracting applicants for police jobs.	Attend job fairs at GHS, colleges, (particularly those with Criminal Justice or related programs), and other job fairs.	Maintaining relationships with colleges for future job fair opportunities.	Training/Youth/CPO/HR	Job fairs have been unavailable due to COVID.

Objectives & Goals	Strategy is Designed to Close this Gap:	Plan of Action	Possible Tactics/Team Action	Progress	Individual/s Responsible	Deadline/s & Results
<b>Targeted Recruitment</b>	Lack of diversity in workforce	The desire to create a more diverse workforce requires reaching out to potential minority and female candidates.	Target minority media publications. Target minority communities with job ads. Target colleges and universities.	See online recruiting.	HR/Captain	Over the course of the last two years, 4 new officers were hired; 3 Caucasian males, 1 Hispanic male and one African American male dispatcher.
<b>Internships</b>	Need to improve overall applicant pool	Most interns are fulfilling an academic requirement of a college or university. The benefit having a "known" applicant who is familiar with agency operations.	Continue partnership with colleges and universities committed to internship programs. Reach out to schools with a higher minority population to help with targeted recruitment goal.	Participating in internship program with criminal justice colleges.	Training Unit/HR	Pending HR policy
<b>Word of Mouth/Employees as Recruiters</b>	Need to improve overall applicant pool.	We believe our employees make the best recruiters.	Remind staff that their input and referrals are appreciated and taken seriously in the hiring decision. Employees who are satisfied with their workplace are apt to pass the message along by word of mouth.	Employees notified of recruitment.	All employees	One recent hire was word of mouth and a female candidate is currently in the background process.

Objectives & Goals	Strategy is Designed to Close this Gap:	Plan of Action	Possible Tactics/Team Action	Progress	Individual/s Responsible	Deadline/s & Results
			Good employees want to work with similar employees, so they will recommend accordingly.			
Improve Hiring Process Timelines	Hiring process takes too long and desirable applicants are accepting jobs elsewhere.	The police application process is notoriously lengthy, sometimes spanning several months. Most applicants participate in multiple processes and accept the first job offer.	Detectives and HR to streamline background and testing investigations.	Ongoing with improvements in timeline.	HR/Captain/ Detectives	Detectives have been streamlining backgrounds (e.g. grouping psych/poly closer together to accommodate applicants who travel for the process). HR increasing testing processes.

Objectives & Goals	Strategy is Designed to Close this Gap:	Plan of Action	Possible Tactics/Team Action	Progress	Individual/s Responsible	Deadline/s & Results
<b>Review Recruitment Strategy Performance</b>	We have no system in place to review strategy success.	Our current recruitment plan does not allow for data collection to review how applicants learned of the opening. Advertising in multi-media is costly and may not be the most effective method of recruitment.	Incorporate a question in the application to determine where the candidate learned of the job announcement. Review collected data to help in determining best future recruitment strategies.	Town Hall reviewing options.	Town Hall to incorporate question.  Individual departments to collect/review data and recommend strategies.	HR includes data in application process and will review.
<b>Attract candidates interested specifically in GPD vs "shotgun approach"</b>	Attract candidates to Glastonbury PD	Create policy. Familiarize staff. Ensure liability waivers are sound. Advertise program.	Create policy and implement ride along program.	Policy and program implemented April 2022	Patrol LT  Shift Commanders  Assigned officers	Implemented 2022

**Selection Process:** The steps in the selection process are listed below for both police officer and civilian applicants. This information is also on the Department's website.

TO ALL GLASTONBURY POLICE OFFICER APPLICANTS

The testing process for Glastonbury Police Officer candidates can take up to three months. A description of what is involved in these processes is listed below. Any applicant can reapply in the future if elements that existed for previous rejection have changed.

Selection Step Number	Description of the process
1	Physical Agility Test
2	Written Tests
3	Interview Panel (Glastonbury HR and PD)
4	Interview with Chief & Captain
5	Conditional Offer of Employment
6	Background Investigation (Includes Polygraph & Psychological Exams)
7	Recommendation from Chief to Proceed/Reject
8	Approval to Hire from Town Manager
9	Medical Exam and Stress Test
10	Police Academy
11	Field Training Program
12	Probationary Period

TO ALL GLASTONBURY POLICE DEPARTMENT CIVILIAN APPLICANTS

The testing process for Glastonbury Police Department civilian candidates can take up to three months. A description of what is involved in these processes is listed below. Length of process and testing processes will vary depending upon the position sought. Any applicant can reapply in the future if elements that existed for previous rejection have changed.

Selection Step	Description of the Process
1	Written Tests
2	Interview Panel (Glastonbury HR and PD)
3	Interview with Chief & Captain
4	Conditional Offer of Employment
5	Background Investigation
6	Recommendations from Chief to Proceed/Reject
7	Medical Exam
8	Approval to Hire from Town Manager



Appendix B

Run Date: 10/16/2024  
Run Time: 12:41

Glastonbury Police Department

Page 1 of 1

Racial Profiling Traffic Stop Report By Agency  
GLASTONBURY POLICE  
2024-07-01 00:00 Thru 2024-09-30 23:59

	Gender		Ethnicity			Resident		Custodial Arrest		Enforcement Category			Authority for Search			
	Female	Male	Hispanic	M Eastern	N/A	Municipal	CT	Yes	No	General	Blind	Spot Chk	N/A	Consent	Invent	Other
White:	337	387	143	3	578	305	701	5	719	430	288	6	692	0	32	0
Black:	42	62	7	0	97	18	102	6	98	61	42	1	90	0	13	1
Indian:	10	14	0	2	22	14	23	0	24	13	11	0	24	0	0	0
Asian:	17	20	1	0	36	23	33	0	37	22	15	0	37	0	0	0
Unknown:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals:	406	483	151	5	733	360	859	11	878	526	356	7	843	0	45	1

	Stop Nature			Veh Searched		Vehicle Towed		Result of Stop					Duration of Stop			Contraband		
	Invest	Violation	Equip	Yes	No	Yes	No	UAR	Mis	Infra	Verbal	Written	None	0-15	16-30	Over 30	Yes	No
White:	8	672	44	40	684	41	683	2	21	130	279	287	5	681	38	25	1	723
Black:	2	98	4	15	89	17	87	2	15	17	34	35	1	80	10	14	0	104
Indian:	0	23	1	0	24	0	24	0	0	2	9	13	0	24	0	0	0	24
Asian:	1	33	3	0	37	1	36	0	0	6	17	14	0	36	1	0	0	37
Unknown:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals:	11	826	52	55	834	59	830	4	36	155	339	349	6	801	49	39	1	888

Grand Total

White:	724	81.44%	Male:	483	54.33%	Hispanic	151	16.99%
Black:	104	11.70%	Female:	406	45.67%	Middle Eastern	5	0.56%
Indian:	24	2.70%				N/A	733	82.45%
Asian:	37	4.16%						
Unknown:	0	0.00%						
Totals:	889	100.00%						

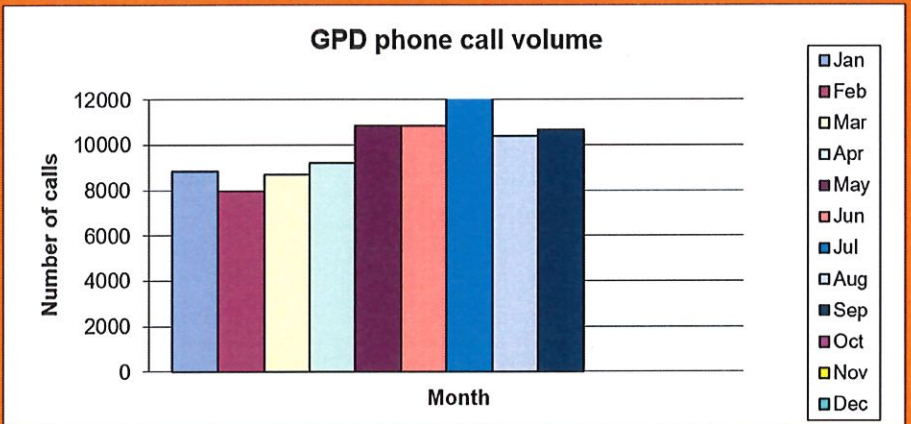
Appendix C

Communications Unit Call Volume

Incoming phone summary report for year: 2024

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Routine	7907	7169	7842	8320	9872	9917	11153	9439	9673			
911	914	805	855	891	970	941	1095	965	983			
<b>TOTAL</b>	<b>8821</b>	<b>7974</b>	<b>8697</b>	<b>9211</b>	<b>10842</b>	<b>10858</b>	<b>12248</b>	<b>10404</b>	<b>10656</b>	<b>0</b>	<b>0</b>	<b>0</b>
2023	7903	7881	8219	8456	8824	9444	10817	9590	8615	9814	10103	9133
2022	8540	7135	8745	7946	9253	8454	9091	9027	9083	7963	8000	8488
Per day average	284.55	274.97	280.55	307.03	349.74	361.93	395.10	335.61	355.20	0.00	0.00	0.00

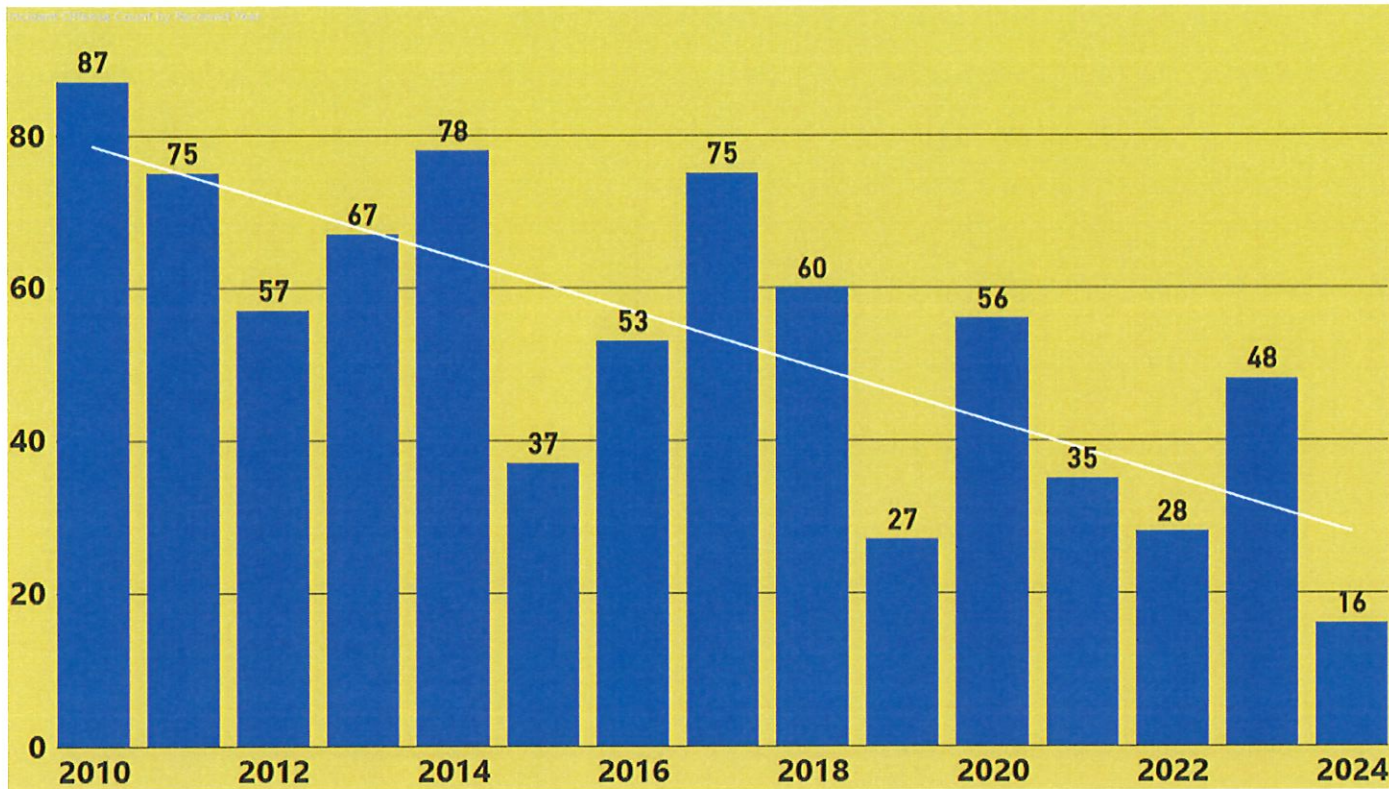
	YTD TOTAL	YTD DAILY AVG
Routine	81,292	222.72
911	8,419	23.07
<b>TOTAL</b>	<b>89,711</b>	<b>245.78</b>
Total 2023	108,799	
Total 2022	101,725	



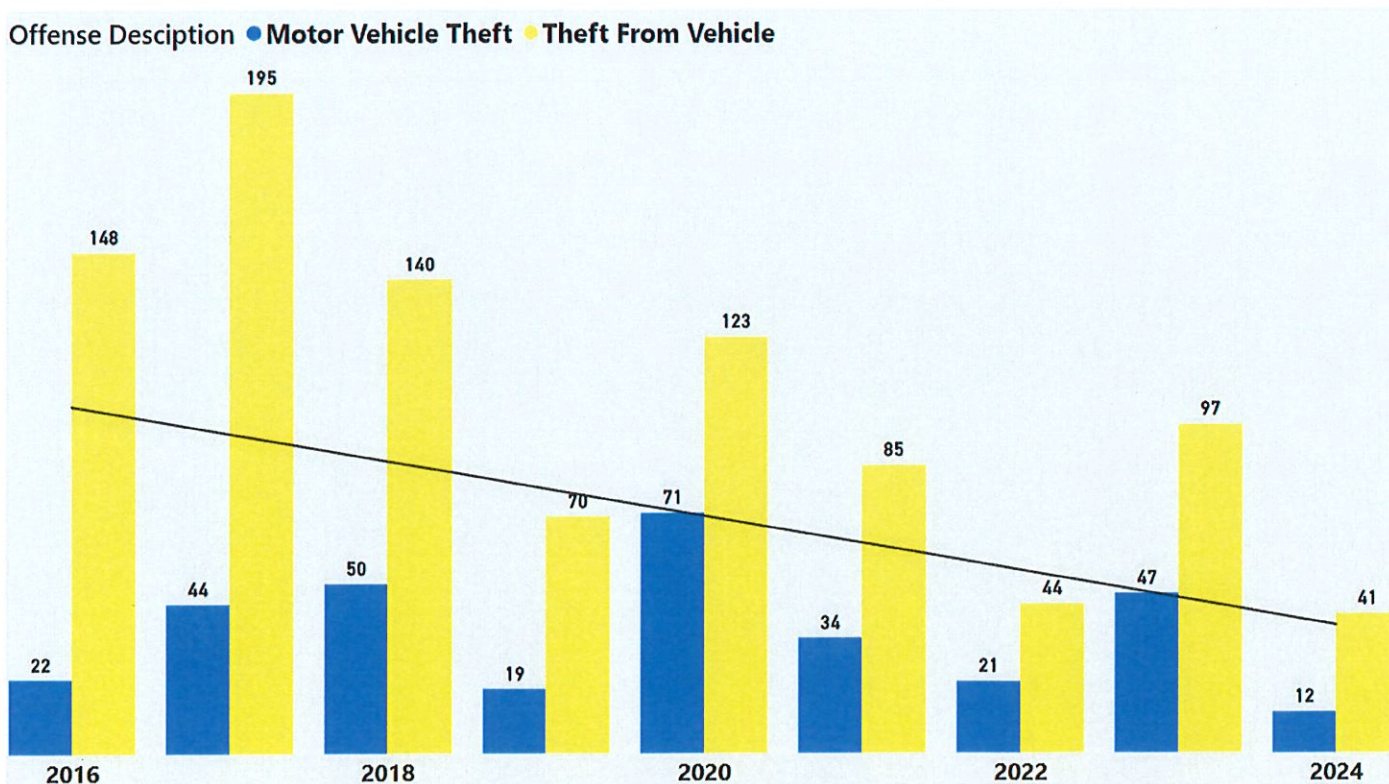
Appendix D

NIBRS Offense	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	Total	3rd Quarter 2023
	2024	2024	2024	2024	2024	2023	2023
Aggravated Assault	3	0	2		5	4	1
All other Larceny	9	11	18		38	98	29
All Other Offenses	45	23	52		120	189	68
Animal Cruelty	0	0	0		0	1	0
Arson	0	1	1		2	1	0
Assisting or Promoting Prostitution	0	0	0		0	0	0
Bribery	1	0	0		1	0	0
Burglary/Breaking and Entering	4	5	10		19	57	10
Counterfeiting/Forgery	4	6	4		14	43	14
Credit Card/Automatic Teller Machine Fraud	8	13	12		33	25	8
Curfew/Loitering/Vagrancy Violations	0	0	0		0	1	0
Destruction/Damage/Vandalism of Property	28	22	22		72	156	38
Disorderly Conduct	16	21	26		63	101	25
Driving under the Influence	14	10	10		34	51	11
Drug Equipment Violations	4	2	6		12	16	7
Drug Narcotic Violations	6	3	6		15	23	4
Drunkenness	0	0	0		0	0	0
Embezzlement	0	1	1		2	5	1
Extortion/Blackmail	3	0	2		5	10	3
False Pretenses/Swindle/Confidence Game	17	25	16		58	38	9
Family Offenses, Nonviolent	3	3	2		8	18	4
Forcible Fondling	2	1	0		3	4	0
Forcible Rape	1	0	1		2	0	0
Forcible Sodomy	0	0	0		0	0	0
Fraud-Insufficient Funds Check	0	0	0		0	2	1
Hacking/Computer	1	3	1		5	7	2
Human Trafficking, Commercial Sex Acts	0	0	0		0	2	0
Identity Theft	25	23	24		72	310	147
Impersonation	0	6	1		7	7	4
Incest	0	0	0		0	0	0
Intimidation	6	12	4		22	18	3
Kidnap/Abduction	0	0	0		0	0	0
Liquor Law Violations	0	0	0		0	0	0
Motor Vehicle Theft	5	5	2		12	58	5
Peeping Tom	0	0	0		0	0	0
Pocket-Picking	1	0	0		1	0	0
Pornography Obscene Material	2	2	0		4	7	3
Prostitution	0	0	0		0	0	0
Purse-Snatching	0	0	0		0	2	1
Robbery	1	1	1		3	4	0
Runaway	0	0	0		0	1	0
Sexual Assault with an Object	0	0	0		0	0	0
Shoplifting	17	25	11		53	100	18
Simple Assault	6	15	5		26	24	4
Statutory Rape	0	0	0		0	0	0
Stolen Property Offenses	3	2	1		6	1	0
Theft From Building	8	11	16		35	18	4
Theft From Coin Operated Device	0	0	0		0	0	0
Theft From Vehicle	21	39	27		87	153	25
Theft of MV Parts or Accessories	1	2	9		12	54	16
Trespass of Real Property	5	4	2		11	27	10
Weapon Law Violations	0	1	6		7	6	3
Welfare Fraud	0	0	0		0	1	0
Wire Fraud	3	1	1		5	9	5
<b>Total</b>	<b>273</b>	<b>299</b>	<b>302</b>		<b>874</b>	<b>1,652</b>	<b>483</b>

Burglary Trends Year to Year



M/V Theft & Theft from M/V Trends Year to Year





## Town of Glastonbury

GLASTONBURY POLICE DEPARTMENT • TEL (860) 633-8301 • FAX (860) 652-4290

**CHIEF OF POLICE**  
Marshall S. Porter

**CAPTAIN**  
Mark Catania

**Date:** Oct 10th, 2024  
**TO:** Shift Supervisors  
**FROM:** Sergeant Saucier  
**SUBJECT:** M.V.A./Traffic Stop Analysis & Priority Selective Enforcement 3rd Quarter 2024

Motor vehicle accident analysis for the Third QUARTER of 2024 showed 97 collisions. The same period last year showed 103. The average per year for this quarter is 97.

There were more Rear-End type and Angle accidents this quarter than other types. These associate more with Intersection locations.

Attached is an analysis of motor vehicle accidents with priority selective enforcement areas. This information is for dissemination to area patrols for further action.

Please encourage patrol officers to supply feedback to the Traffic Unit pertaining to locations that would benefit from the use of speed monitors.

cc: Chief  
Captain  
Patrol Division  
A Shift  
B Shift  
C Shift  
Training/Planning  
File  
Engineering





# Town of Glastonbury

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Shift Supervisors should use the data provided to develop strategies with Patrol Officers that will attempt to reduce MVA's in those areas identified. Keep in mind that selective enforcement is only one avenue to combat causative factors of MVA's. Supervisors should encourage Officers to explore new ways to reduce/eliminate causative factors utilizing their personal knowledge developed as a result of their permanent area assignments. Any suggestions for improvements including traffic signs, lighting, road changes, etc. are welcome and should be sent to the Traffic Unit for further action.

## Overall, in the 3rd Quarter of 2024, the top three types of Motor Vehicle collisions were:

1. Rear-End (36)
2. Angle (29)
3. Fixed Objects (13)

## Collisions by Patrol District (Highest to Lowest)

1. Area 1- 58 Total Collisions
2. Area 2- 22 Total Collisions
3. Area 3- 17 Total Collisions

## Conducted Selective Enforcement Areas: (Requests from Citizens/ Town Depts)

-Griswold St (600 block)	Speeding
-Main St/ Stockade	Speeding
-Olde Stage Rd	Speeding/Stop Sign
-Olde Maids Ln (X2)	Speeding/ATV
-Overlook Rd	Speeding
-Goodale Hill Rd	Speeding
-Douglas Rd	Speeding
-Addison Rd	Speeding/Loud Vehs
-New London Tpke	Speeding

## Traffic Stops:

-This quarter showed 874 traffic stops. The illustrative maps on the following page showcase the correlation between accident hotspot areas and where traffic enforcement is conducted.

- This quarter additionally showed 9 DUI arrests.

