

# ***TOWN COUNCIL WEEKLY STATUS REPORT***

October 27, 2016

MR0 Volume 24, No. 43

## UPCOMING MEETINGS

- Tuesday, November 1<sup>st</sup>, Town Council Personnel and Appointments Committee meeting has been cancelled.
- Tuesday, November 1<sup>st</sup>, Town Council, 7:30 p.m., Town Hall Annex, CR1
- Wednesday, November 2<sup>nd</sup>, Town and City Councils/RTM/Board of Education Liaison Committee, 5:30 p.m., Administration Office, Room 11

## NY TIMES BESTSELLING AUTHOR CHRIS BOHJALIAN

Bestselling author Chris Bohjalian will speak about his latest novel, “The Guest Room,” at the Groton Senior Center on November 2<sup>nd</sup> at 7:00 p.m. His appearance is jointly sponsored by the Groton Public Library and Bank Square Books of Mystic. “The Guest Room,” a story of human trafficking, a marriage in crisis and two remarkable women, was published earlier this year. The paperback is being released on October 25<sup>th</sup>.

Bohjalian is the author of 19 books, most of which were New York Times bestsellers. His work has been translated into over 30 languages and three movies have been made from his work. His books have won several awards and his novel, “Midwives,” was a #1 New York Times bestseller, a selection of Oprah’s Book Club and a New England Booksellers Association Discovery pick. His new novel, “The Sleepwalker,” will come out in January.

Copies of Mr. Bohjalian’s books will be available for purchase and signing. No reservations are required but seating is limited and will be on a first-come, first-seated basis.

This program is free and open to the public. For more information, please contact the Groton Public Library at 860-441-6750.



## NEW BOOK DROP

As part of the building renovation project, the Groton Public Library has installed a new drive up book drop located in the left lane as you pass in front of the Library. Patrons can drop off items from the convenience of their cars. There are two slots; one for books and one for digital media, such as DVDs, music CDs and audiobooks. The exterior book return offers convenience for customers and brings the Groton Public Library into fire safety compliance.

## ATTACHMENTS

1. Attachment 1 is a Quarterly Report for the City of Groton Highway Department.
2. Attachment 2 is a listing of vacancies from the Town of Groton Boards and Commissions.

Attachments  
MRO/lh



# THE CITY OF GROTON

**Mayor Marian Galbraith**  
295 Meridian Street, Groton, CT 06340  
(860) 446-4103 (860) 445-4058 FAX

October 14, 2016

Mr. Mark Oefinger  
Town Manager  
45 Fort Hill Road  
Groton, CT 06340

Dear Mark:

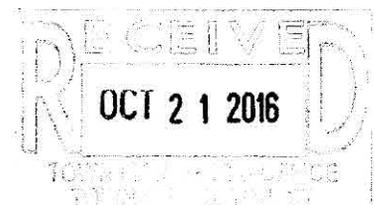
Enclosures (1) and (2) are submitted.

Sincerely,

Marian Galbraith

Encl 1: Quarterly Report 7/1/16 –9/30/16  
Encl 2: Draft Expenditures vs. Appropriations

cc: Mr. Ron Yuhas, Finance Director  
Antoinette Duerr, Highway Secretary



To: Mayor Marian K. Galbraith  
From: Timothy P. Umrysz, Public Works Director   
Date: October 17, 2016  
Subj.: **QUARTERLY REPORT (JULY – SEPTEMBER 2016) FOR HIGHWAY DEPT.**

**HIGHWAY MAINTENANCE-JOB COMPLETION**

**ROADWAY MAINTENANCE (4000)**

Sweeping Streets (4005)	Various Streets
Bituminous Replacement (4006)	Various Streets and Chicago Avenue, Poquonnock Road, Tyler Avenue

**DRAINAGE (4200)**

Catch Basin Repair (4202)	Various Streets and Benham Road, Chicago Avenue, Poquonnock Road
Drainage Culvert Replacement (4205)	None
Drainage Culvert Installation (New) (4206)	None

**SIDEWALKS (4400)**

Handicap Ramp Installation (4401)	None
Sidewalk Repair (4402)	Various Streets and Chicago Avenue, John Street, Litton Avenue, Poquonnock Road
Sidewalk Replacement (4403)	Various Streets and Litton Avenue, Poquonnock Road

**ROADSIDE MAINTENANCE (4600)**

Remove/Care of Trees (4601)	Various Streets and Chapman Street, Chestnut Hill Square, Fairview Avenue, Litton Avenue, Plant Street, Tyler Avenue
Mow Grass (4602)	Various Streets and Brandegee Avenue, Bridge Street, Church Street, Eastern Point Road, Mirra Drive, Poquonnock Road, Shennecossett Road

**FLEET MAINTENANCE (6000)**

Preventive Maintenance (6001)	7
General Equipment Maintenance (6006)	15
General Equipment Repair (6007)	39

**PAINT/SIGN SHOP (7000)**

Painting (street, lines, etc.) (7001-7004)	Various Streets and Poquonnock Road
--	-------------------------------------

Sign Repair/Replacement (7006)

Various Streets and Latham Street, Shennecossett Road

**MISCELLANEOUS VEHICLE MAINTENANCE AND REPAIR**

**SANITATION**

Preventive Maintenance (6001S) 2

General Equipment Maintenance (6006S) 2

General Equipment Repair (6007S) 1

**RECYCLING**

Preventive Maintenance (6001R) 1

General Equipment Maintenance (6006R) 0

General Equipment Repair (6007R) 1

**OUTSIDE CHARGES (1021)**

Police (002000) None

Fire Department (002800) 626-1 New Alternator for Fire Chief, Service G10 '09  
Ford Expedition Plug Left Rear Tire

Parks and Rec. Department (003010) OT Cleaned beach, placed barricades at Park; DT  
Park Maintenance; Paint yellow area around walkway  
ramp beach; Brought tables and chairs to Bill  
Memorial Library on Monument Street; Swept  
Washington Park; Worked at City Day for Parks &  
Rec; Picked up large tree in Park by Softball Field for  
Parks & Rec; Picked up cement pole anchors from  
playground at Washington Park, loaded in dump  
truck and took to Willow Spring Farm for disposal;  
Double Time Park Maintenance; Kubota Tractor  
Repair, Rebuild Arm for Tractor (Kubota), Removed  
U-bars from lower Costa that were put up for  
Fireworks, Prep, Gravel, Grade for top soil, Prep for  
Top Soil at the Costa Property, Lower Costa  
Property, Prep for Top Soil

Electric Department (005000) None

Sewer Department (005500) None

Water Department (006000) None

Town of Groton Board of Education (336780) None

**FOUL WEATHER DUTIES (9000)**

Sand Roads (9008)	No
Snow Plowing (9009)	No
Snow Removal (9012)	No

# General Ledger

## Highway Expenditures

User: yuhasr  
 Printed: 10/18/16 14:08:08  
 Period 01 - 03  
 Fiscal Year 2017

**DRAFT**

Account Number	Description	Budget	Quarter	End Bal	Remaining Budget
<b>3105</b>	<b>Highway Admin.General Support</b>				
100-3105-015-00-4	Professional & Tech. Services	5,600.00	850.21	850.21	4,749.79
100-3105-015-01-4	Occupational Health Safety	9,725.00	328.30	328.30	9,396.70
100-3105-111-00-2	Office Materials and Supplies	1,400.00	4,920.31	4,920.31	-3,520.31
100-3105-111-01-2	EquipmentMachinery & Furnitur	1,500.00	0.00	0.00	1,500.00
100-3105-112-00-2	InsuranceRisk Management	50,000.00	0.00	0.00	50,000.00
100-3105-114-00-1	Full-Time Employees	152,916.00	93,827.97	93,827.97	59,088.03
100-3105-114-00-2	Professional Development	100.00	0.00	0.00	100.00
100-3105-116-00-1	Overtime	5,000.00	1,579.52	1,579.52	3,420.48
100-3105-118-00-2	Software Maintenance	5,000.00	0.00	0.00	5,000.00
100-3105-221-00-1	Fica Tax	12,081.00	7,062.32	7,062.32	5,018.68
100-3105-222-00-1	Workers Compensation	74,000.00	0.00	0.00	74,000.00
100-3105-223-00-1	Blue CrossCms	326,500.00	81,624.99	81,624.99	244,875.01
100-3105-224-00-1	Group Insurance	7,000.00	1,280.95	1,280.95	5,719.05
100-3105-225-00-1	Pension	56,000.00	14,000.00	14,000.00	42,000.00
100-3105-226-00-1	OPEB	36,000.00	9,000.00	9,000.00	27,000.00
100-3105-227-00-1	Clothing Allowance	6,800.00	0.00	0.00	6,800.00
100-3105-231-00-1	Longevity	0.00	1,100.00	1,100.00	-1,100.00
100-3105-331-00-2	UtilitiesFuel	2,740.00	776.08	776.08	1,963.92
100-3105-441-00-2	Contract Repairs for Equipment	500.00	581.95	581.95	-81.95
100-3105-441-01-2	Contr. Facil. Repair & Maint.	0.00	1,242.46	1,242.46	-1,242.46
<b>3105</b>	<b>Highway Admin.General Support</b>	<b>752,862.00</b>	<b>218,175.06</b>	<b>218,175.06</b>	<b>534,686.94</b>
<b>3200</b>	<b>Equipment Maintainance</b>				
100-3200-015-00-4	ProfContractual Services	10,070.00	162.54	162.54	9,907.46
100-3200-111-00-3	Vehicle OperationsSupply	26,000.00	5,086.32	5,086.32	20,913.68
100-3200-112-00-3	Diesel Fuel	35,000.00	5,270.72	5,270.72	29,729.28
100-3200-112-01-3	Gasoline	20,000.00	0.00	0.00	20,000.00
100-3200-114-00-1	Full-Time Employees	86,000.00	12,147.58	12,147.58	73,852.42
100-3200-116-00-1	Salaries - Overtime	500.00	0.00	0.00	500.00
100-3200-118-00-2	General Material Fleet Maint.	5,000.00	0.00	0.00	5,000.00
100-3200-221-00-1	FICAMedicare Taxes	6,617.00	873.84	873.84	5,743.16
100-3200-231-00-1	Longevity	475.00	0.00	0.00	475.00
100-3200-441-00-2	Cont. Rep. Road & St Equipment	1,000.00	0.00	0.00	1,000.00
<b>3200</b>	<b>Equipment Maintainance</b>	<b>190,662.00</b>	<b>23,541.00</b>	<b>23,541.00</b>	<b>167,121.00</b>
<b>3301</b>	<b>Drainage Installation &amp; Maint.</b>				
100-3301-015-00-4	Contractual Serv. Drainage	5,800.00	0.00	0.00	5,800.00
100-3301-015-01-4	Stormwater payments & contrib.	1,000.00	0.00	0.00	1,000.00
100-3301-114-00-1	Full-Time Employees	89,000.00	9,974.17	9,974.17	79,025.83
100-3301-116-00-1	Salaries - Overtime	1,300.00	0.00	0.00	1,300.00
100-3301-117-00-1	Part-Time Employees	1,560.00	0.00	0.00	1,560.00
100-3301-118-00-2	General Material & Supply	5,678.00	2,291.76	2,291.76	3,386.24

DRAFT

Account Number	Description	Budget	Quarter	End Bal	Remaining Budget
100-3301-221-00-1	FICAMedicare Taxes	7,141.00	650.52	650.52	6,490.48
100-3301-231-00-1	Longevity	2,325.00	0.00	0.00	2,325.00
100-3301-441-00-2	Facility Material & Supply	0.00	234.95	234.95	-234.95
<b>3301</b>	<b>Drainage Installation &amp; Maint.</b>	<b>113,804.00</b>	<b>13,151.40</b>	<b>13,151.40</b>	<b>100,652.60</b>
<b>3305</b>	<b>Pavement Maintainance</b>				
100-3305-114-00-1	Full-Time Employees	165,300.00	19,592.74	19,592.74	145,707.26
100-3305-116-00-1	Overtime Employees	3,975.00	243.84	243.84	3,731.16
100-3305-118-00-2	General Material & Supply	17,010.00	125.91	125.91	16,884.09
100-3305-221-00-1	FICAMedicare Taxes	12,835.00	1,443.39	1,443.39	11,391.61
<b>3305</b>	<b>Pavement Maintainance</b>	<b>199,120.00</b>	<b>21,405.88</b>	<b>21,405.88</b>	<b>177,714.12</b>
<b>3315</b>	<b>Roadside Maintainance</b>				
100-3315-015-00-4	Contractual Services	9,100.00	0.00	0.00	9,100.00
100-3315-114-00-1	Full-Time Employees	102,500.00	17,731.31	17,731.31	84,768.69
100-3315-114-00-2	Professional Development	600.00	0.00	0.00	600.00
100-3315-116-00-1	Roadside Maintenance Overtime	0.00	42.43	42.43	-42.43
100-3315-117-00-1	Part-Time Employees	2,300.00	0.00	0.00	2,300.00
100-3315-118-00-2	General Material & Supply	5,600.00	684.42	684.42	4,915.58
100-3315-123-00-2	Tree Warden Stipends	6,200.00	550.00	550.00	5,650.00
100-3315-221-00-1	FICAMedicare Taxes	8,017.00	1,291.54	1,291.54	6,725.46
<b>3315</b>	<b>Roadside Maintainance</b>	<b>134,317.00</b>	<b>20,299.70</b>	<b>20,299.70</b>	<b>114,017.30</b>
<b>3320</b>	<b>Sidewalk Maintenance</b>				
100-3320-114-00-1	Full-Time Employees	122,700.00	41,116.64	41,116.64	81,583.36
100-3320-117-00-1	Part-Time Employees	2,600.00	0.00	0.00	2,600.00
100-3320-118-00-2	General Material & Supply	9,565.00	2,986.84	2,986.84	6,578.16
100-3320-221-00-1	FICA Tax	9,586.00	2,985.68	2,985.68	6,600.32
<b>3320</b>	<b>Sidewalk Maintenance</b>	<b>144,451.00</b>	<b>47,089.16</b>	<b>47,089.16</b>	<b>97,361.84</b>
<b>3325</b>	<b>SnowIce Control</b>				
100-3325-111-00-1	Meals	9,200.00	0.00	0.00	9,200.00
100-3325-116-00-1	Salaries - Overtime	57,000.00	0.00	0.00	57,000.00
100-3325-118-00-2	General Material & Supply	54,800.00	1,407.11	1,407.11	53,392.89
100-3325-221-00-1	FICA Tax	4,361.00	0.00	0.00	4,361.00
<b>3325</b>	<b>SnowIce Control</b>	<b>125,361.00</b>	<b>1,407.11</b>	<b>1,407.11</b>	<b>123,953.89</b>
<b>3330</b>	<b>Traffic Control</b>				
100-3330-114-00-1	Full-Time Employees	38,500.00	16,579.30	16,579.30	21,920.70
100-3330-116-00-1	Salaries - Overtime	4,000.00	1,480.79	1,480.79	2,519.21
100-3330-117-00-1	Part-Time Employees	3,540.00	0.00	0.00	3,540.00
100-3330-118-00-2	General Material & Supply	13,600.00	110.05	110.05	13,489.95
100-3330-221-00-1	FICA Tax	3,522.00	1,318.34	1,318.34	2,203.66
<b>3330</b>	<b>Traffic Control</b>	<b>63,162.00</b>	<b>19,488.48</b>	<b>19,488.48</b>	<b>43,673.52</b>
<b>3335</b>	<b>Outside Charges</b>				
100-3335-114-00-1	Full-Time Employees	0.00	2,881.52	2,881.52	-2,881.52
100-3335-116-00-1	Overtime	2,225.00	1,347.89	1,347.89	877.11
100-3335-118-00-2	General Material & Supply	1,000.00	0.00	0.00	1,000.00
100-3335-221-00-1	FICA Tax	170.00	306.74	306.74	-136.74
<b>3335</b>	<b>Outside Charges</b>	<b>3,395.00</b>	<b>4,536.15</b>	<b>4,536.15</b>	<b>-1,141.15</b>
<b>3401</b>	<b>Project Design</b>				
100-3401-114-00-1	Full-Time Employees	0.00	483.28	483.28	-483.28
100-3401-221-00-1	FICA Tax	0.00	34.63	34.63	-34.63
<b>3401</b>	<b>Project Design</b>	<b>0.00</b>	<b>517.91</b>	<b>517.91</b>	<b>-517.91</b>
<b>3405</b>	<b>Project Inspection</b>				
100-3405-114-00-1	Full-Time Employees	0.00	276.50	276.50	-276.50
100-3405-221-00-1	FICAMedicare Taxes	0.00	19.20	19.20	-19.20
<b>3405</b>	<b>Project Inspection</b>	<b>0.00</b>	<b>295.70</b>	<b>295.70</b>	<b>-295.70</b>
<b>3410</b>	<b>Land Survey</b>				
100-3410-114-00-1	Full-Time Employees	0.00	-64.97	-64.97	64.97

DRAFT

Account Number	Description	Budget	Quarter	End Bal	Remaining Budget
100-3410-221-00-1	FICA Tax	0.00	-2.71	-2.71	2.71
<b>3410</b>	<b>Land Survey</b>	<b>0.00</b>	<b>-67.68</b>	<b>-67.68</b>	<b>67.68</b>
<b>3415</b>	<b>Construction Layout</b>				
100-3415-114-00-1	Full-Time Employees	0.00	172.80	172.80	-172.80
100-3415-221-00-1	FICAMedicare Taxes	0.00	11.53	11.53	-11.53
<b>3415</b>	<b>Construction Layout</b>	<b>0.00</b>	<b>184.33</b>	<b>184.33</b>	<b>-184.33</b>
<b>3420</b>	<b>Plan Review</b>				
100-3420-114-00-1	Full-Time Employees	0.00	-40.40	-40.40	40.40
100-3420-221-00-1	FICAMedicare Taxes	0.00	-2.47	-2.47	2.47
<b>3420</b>	<b>Plan Review</b>	<b>0.00</b>	<b>-42.87</b>	<b>-42.87</b>	<b>42.87</b>
<b>3425</b>	<b>Highway-General Support</b>				
100-3425-015-00-4	Contractual Services	3,250.00	0.00	0.00	3,250.00
100-3425-110-00-1	On Call Pay	1,834.00	0.00	0.00	1,834.00
100-3425-111-00-2	Office ExpenseAdvertising	500.00	17.48	17.48	482.52
100-3425-111-01-2	Postage, printing, ad	750.00	0.00	0.00	750.00
100-3425-114-00-1	Full-Time Employees	59,000.00	492.05	492.05	58,507.95
100-3425-114-00-2	Professional Development	1,000.00	0.00	0.00	1,000.00
100-3425-116-00-1	Overtime	4,000.00	42.51	42.51	3,957.49
100-3425-118-00-2	Software Maintainance	1,200.00	7.43	7.43	1,192.57
100-3425-118-01-2	PostagePrintingAdvertising	0.00	7.88	7.88	-7.88
100-3425-221-00-1	FICAMedicare Taxes	4,960.00	36.76	36.76	4,923.24
100-3425-441-00-2	Contr. Rep. for ENG. Off Equip	0.00	523.79	523.79	-523.79
100-3425-900-00-6	Reserve FundEquipment	150,000.00	0.00	0.00	150,000.00
<b>3425</b>	<b>Highway-General Support</b>	<b>226,494.00</b>	<b>1,127.90</b>	<b>1,127.90</b>	<b>225,366.10</b>
<b>3430</b>	<b>Dept</b>				
100-3430-015-01-4	Occupational Health Safety	1,190.00	0.00	0.00	1,190.00
100-3430-111-00-2	Office Materials and Supplies	2,000.00	0.00	0.00	2,000.00
100-3430-114-00-1	Full Time Employees	26,000.00	3,129.49	3,129.49	22,870.51
100-3430-116-00-1	Overtime	3,800.00	0.00	0.00	3,800.00
100-3430-221-00-1	FICA Tax	2,280.00	227.11	227.11	2,052.89
100-3430-331-00-2	UtilitiesFuel	23,700.00	2,859.58	2,859.58	20,840.42
100-3430-441-01-2	Contract Facility R&M	12,190.00	0.00	0.00	12,190.00
<b>3430</b>	<b>Dept</b>	<b>71,160.00</b>	<b>6,216.18</b>	<b>6,216.18</b>	<b>64,943.82</b>
<b>Grand Total</b>		<b>2,024,788.00</b>	<b>377,325.41</b>	<b>377,325.41</b>	<b>1,647,462.59</b>



The Town Council is seeking applicants for the following volunteer positions:

Board of Assessment Appeals – 2 members & 2 alt members

Building Code Board of Appeals – 1 member

Community Development Advisory Committee – 2 alt members

Conservation Commission – 4 members

Economic Development Commission – 1 member

Fair Rent Commission – 2 members, 2 alt members

Harbor Management Commission – 1 alt member

Historic District Committee – 2 alt members

Inland Wetlands Agency – 2 alt members

Jabez Smith House Committee – 1 member

Neighborhood Revitalization Zone (NRZ) – 6 members

Parks & Recreation Commission – 1 member

Permanent School Building Committee – 2 members

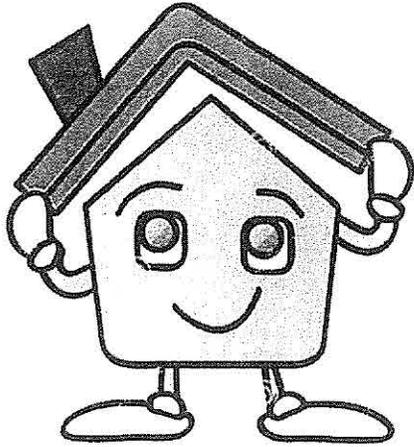
Planning Commission – 1 alt member

Retirement Board – 2 members

Water Pollution Control Authority – 1 member

Zoning Board of Appeals – 1 member & 2 alt members

**Please contact the Town Clerk's Office,  
45 Fort Hill Road (860-441-6640), for an application.**



The Town of Groton  
Needs You!

The Board of Assessments Appeals (BAA) is  
looking to increase membership to  
accommodate the revaluation.  
2 more members are needed to serve  
from January 2017 through December 2018.  
Anyone interested in volunteering may apply at  
the Town Clerk's Office.

860-441-6640