



Town of Groton, Connecticut

Meeting Agenda

Town Council

45 Fort Hill Road
Groton, CT 06340-4394
Town Clerk 860-441-6640
Town Manager 860-441-6630

Mayor Rita M. Schmidt, Councilors Dean Antipas, Genevieve Cerf, Joe de la Cruz, Bruce S. Flax, Bob Frink, Rich Moravsik, Deborah L. Peruzzotti and Harry A. Watson

Tuesday, March 17, 2015

7:30 PM

Town Hall Annex - Community Room 1

REGULAR MEETING

I. ROLL CALL

II. SALUTE TO THE FLAG

III. RECOGNITION, AWARDS & MEMORIALS

IV. RECEIPT OF CITIZENS' PETITIONS, COMMENTS AND CONCERNS

This is the portion of the Council Agenda where the Council welcomes comments from citizens. Each presentation should be limited to five (5) minutes or less, and citizens should, if possible, submit written comments. Presentations should be related to matters pertinent to Groton. Town Councilors will only ask questions in order to clarify the speaker's presentation and can respond during the Responses to Citizens' Petitions portion of the Town Council meeting. Citizens should make their presentations from the lectern and state their names and addresses for the record.

V. RESPONSES TO CITIZENS' PETITIONS, COMMENTS AND CONCERNS

VI. CONSENT CALENDAR

All matters listed under Item VI (Consent Calendar) are considered to be routine and will be enacted by one motion. No separate discussion of these items will take place, unless cause is shown prior to the time Council votes on the motion to adopt.

a. Approval of Minutes

2015-0061 Approval of Minutes (Town Council)

Resolution - Consent

RESOLUTION ACCEPTING TOWN COUNCIL MINUTES

RESOLVED, that the minutes of the Town Council meeting of March 3, 2015 are hereby accepted and approved.

b. Administrative Items

2015-0046 Special Trust Fund Contributions

Resolution - Consent

RESOLUTION ACCEPTING CONTRIBUTIONS TO SPECIAL TRUST FUNDS

RESOLVED, that the Town Council hereby accepts contributions to the Town as follows:

Margaret and Franz Adams - \$200.00 - Groton Utilities Energy Assistance Program

Joseph and Arlene Atwood - \$50.00 - Groton Utilities Energy Assistance Program

Lionel and Sandra Banda - \$10.00 - Groton Utilities Energy Assistance Program

David and Veronica Cousens - \$25.00 - Groton Utilities Energy Assistance Program

Barbara Gay - \$25.00 - Groton Utilities Energy Assistance Program

Nancy Jewett - \$200.00 - Groton Utilities Energy Assistance Program

Mary Johnson - \$25.00 - Groton Utilities Energy Assistance Program

Lucille Laccetti - \$50.00 - Groton Utilities Energy Assistance Program

Mark Makowski - \$30.00 - Groton Utilities Energy Assistance Program

Louis and Lenore Milner - \$200.00 - Groton Utilities Energy Assistance Program

E. A. Roule - \$5.00 - Groton Utilities Energy Assistance Program
James and Ann Sailors - \$25.00 - Groton Utilities Energy Assistance Program
Bette Thomson - \$20.00 - Groton Utilities Energy Assistance Program
Marilyn and John Turkowski - \$25.00 - Groton Utilities Energy Assistance Program
Lee White - \$50.00 - Groton Utilities Energy Assistance Program
William White - \$15.00 - Groton Utilities Energy Assistance Program
Fitch Class of 1954 - \$400.00 - Parks and Recreation Revolving
Allaire, Aimee - \$4.00 - Parks and Recreation Revolving
Anderson, Benjamin - \$24.00 - Parks and Recreation Revolving
Casey, Marci - \$20.00 - Parks and Recreation Revolving
Champion, Sandra - \$9.00 - Parks and Recreation Revolving
Coffey, Marilyn - \$10.00 - Parks and Recreation Revolving
Conrad, Carl - \$20.00 - Parks and Recreation Revolving
Courter, Michael - \$10.00 - Parks and Recreation Revolving
Du Rocher, Nora Belle - \$20.00 - Parks and Recreation Revolving
Dunn, Judith - \$5.00 - Parks and Recreation Revolving
Duran, Juan - \$5.00 - Parks and Recreation Revolving
Erike, Chinwe - \$40.00 - Parks and Recreation Revolving
Eskra, James - \$40.00 - Parks and Recreation Revolving
Grundy, Larry - \$15.00 - Parks and Recreation Revolving
Harrison, Margaret - \$10.00 - Parks and Recreation Revolving
Hogan, Elizabeth - \$5.00 - Parks and Recreation Revolving
Huck, Lauren - \$10.00 - Parks and Recreation Revolving
Jordan, Arnold - \$15.00 - Parks and Recreation Revolving
Kelledes, Pride - \$6.00 - Parks and Recreation Revolving
King, Heather - \$10.00 - Parks and Recreation Revolving
Knobloch, Lisa - \$5.00 - Parks and Recreation Revolving
Lavallee, Beverly - \$5.00 - Parks and Recreation Revolving
Martin, Eric - \$50.00 - Parks and Recreation Revolving
Martin, Rebecca - \$50.00 - Parks and Recreation Revolving
Matteson, Amy - \$50.00 - Parks and Recreation Revolving
Nelson, Emily - \$5.00 - Parks and Recreation Revolving
Nelson, Katherine - \$10.00 - Parks and Recreation Revolving
Nelson, Nina - \$5.00 - Parks and Recreation Revolving
Roschmann, Kathryn - \$10.00 - Parks and Recreation Revolving
Simmons, Penelope - \$10.00 - Parks and Recreation Revolving
Stoddard, Katy - \$6.00 - Parks and Recreation Revolving
Stone, Jennifer - \$25.00 - Parks and Recreation Revolving
Taylor, Lawrence - \$1.00 - Parks and Recreation Revolving
Troutman, Merin - \$10.00 - Parks and Recreation Revolving
Turello, Arianna - \$20.00 - Parks and Recreation Revolving
Ward, Johanna - \$10.00 - Parks and Recreation Revolving
Wilhelm, Katherine - \$40.00 - Parks and Recreation Revolving
Yellow Robe, Jeanne - \$2.00 - Parks and Recreation Revolving
Zimmermann, Marsha - \$30.00 - Parks and Recreation Revolving
Zod, Katherine - \$5.00 - Parks and Recreation Revolving
Burke, Emily - \$13.00 - Parks and Recreation Revolving
Carrigan, Patricia - \$20.00 - Parks and Recreation Revolving
Cicchese, Eileen - \$31.74 - Parks and Recreation Revolving
Colgan, Karen - \$10.00 - Parks and Recreation Revolving
Coutu, Jane - \$60.00 - Parks and Recreation Revolving
Darling, Diane - \$12.00 - Parks and Recreation Revolving
Decorte-Mcmillan, Susan - \$2,500.00 - Parks and Recreation Revolving
Fournier, Kelsey - \$200.00 - Parks and Recreation Revolving
Fournier, Mark - \$100.00 - Parks and Recreation Revolving

Frost, Heather - \$50.00 - Parks and Recreation Revolving
 Garcia, Patricia - \$10.00 - Parks and Recreation Revolving
 Green, Lillian - \$10.00 - Parks and Recreation Revolving
 Hoffman, Catherine - \$50.00 - Parks and Recreation Revolving
 Secadd, Inc. - \$500.00 - Parks and Recreation Revolving
 Jordan, Arnold - \$10.00 - Parks and Recreation Revolving
 Ledwidge, James - \$10.00 - Parks and Recreation Revolving
 Ledwidge, Janet - \$12.00 - Parks and Recreation Revolving
 Main, Heather - \$5.00 - Parks and Recreation Revolving
 Marshall, Elizabeth - \$10.00 - Parks and Recreation Revolving
 Milnarik, Andrew - \$25.00 - Parks and Recreation Revolving
 Motin, Eric - \$10.00 - Parks and Recreation Revolving
 Nelson, Emily - \$5.00 - Parks and Recreation Revolving
 Nelson, Nina - \$10.00 - Parks and Recreation Revolving
 Knights of Columbus - \$300.00 - Parks and Recreation Revolving
 Pineault, Daniel - \$20.00 - Parks and Recreation Revolving
 Spellane, Joanne - \$25.00 - Parks and Recreation Revolving
 Strother, Barbara - \$105.80 - Parks and Recreation Revolving
 Walsh, Phyllis - \$190.00 - Parks and Recreation Revolving
 Williams, Wesley - \$10.00 - Parks and Recreation Revolving
 Wydler, Ken - \$5.00 - Parks and Recreation Revolving
 Zabinsky, Lillian - \$400.00 - Parks and Recreation Revolving
 Zabinsky, Neil - \$10.00 - Parks and Recreation Revolving
 Zarn, Kirsti - \$52.91 - Parks and Recreation Revolving
 Zayas-Mendin, Mayra - \$56.00 - Parks and Recreation Revolving
 Zimmermann, Marsha - \$25.00 - Parks and Recreation Revolving
 Noank Rowing - \$3,000.00 - Parks and Recreation Revolving
 Bernard Allen - \$100.00 - Groton Utilities Energy Assistance Program
 Mary Atha - \$50.00 - Groton Utilities Energy Assistance Program
 W. Benjamin Buehler - \$50.00 - Groton Utilities Energy Assistance Program
 Audrey Burgess - \$3.00 - Groton Utilities Energy Assistance Program
 Lawrence Clay - \$50.00 - Groton Utilities Energy Assistance Program
 Bruno and Jane Giuliani - \$50.00 - Groton Utilities Energy Assistance Program
 Bernetta and Richard Hughes - \$20.00 - Groton Utilities Energy Assistance Program
 Jean Kennedy - \$50.00 - Groton Utilities Energy Assistance Program
 Robert Kenyon - \$50.00 - Groton Utilities Energy Assistance Program
 Frank and Julie Koehn - \$10.00 - Groton Utilities Energy Assistance Program
 Claire Ladyka - \$10.00 - Groton Utilities Energy Assistance Program
 Stephen and Johanna Lamb - \$25.00 - Groton Utilities Energy Assistance Program
 Anna Marie Landry - \$100.00 - Groton Utilities Energy Assistance Program
 William and Carole Lange - \$20.00 - Groton Utilities Energy Assistance Program
 Clifton Martelle - \$50.00 - Groton Utilities Energy Assistance Program
 James Miller - \$20.00 - Groton Utilities Energy Assistance Program
 Demetrios Orphanides - \$50.00 - Groton Utilities Energy Assistance Program
 Anne-Marie Quagliaroli - \$20.00 - Groton Utilities Energy Assistance Program
 Pauline and Kevin Robillard - \$25.00 - Groton Utilities Energy Assistance Program
 Jeanne Schneider - \$5.00 - Groton Utilities Energy Assistance Program
 Kathleen and David Vanner - \$25.00 - Groton Utilities Energy Assistance Program
 Jeffrey Wall - \$20.00 - Groton Utilities Energy Assistance Program

c. Deletions from the Town Council Referral List

2014-0334	Town Council Appointment Policy Modification	Referral
2015-0034	Small Cities Development Block Grant - 2015 Application	Referral

2015-0045	First Supplemental Design Agreement for Crystal Lake Road Reconstruction	Referral
2015-0047	Historic Documents Preservation Grant (2016)	Referral
2015-0053	Pfizer Community Grant - Library Local History Room/Computer Lab	Referral
2015-0054	Reappointment of Susan Kietzman to Library Board	Referral
2015-0055	Reappointment of Jeffrey Pritchard to Planning Commission	Referral
2015-0056	Reappointment of Dorothy Eames to Community Development Advisory Committee	Referral
2015-0057	Reappointment of Carol Pratt to Retirement Board	Referral
2015-0058	Library Circle of Friends Grant (Informational Only)	Referral
2015-0062	Job Descriptions for the Library	Referral
2015-0063	Increase in Hours for Office Assistant III (Office of Planning and Development Services)	Referral
2015-0064	Job Description for Assistant Director of Planning and Development	Referral
2015-0065	Market Analysis and Regulatory Audit Focus Group	Referral
2015-0066	Allocation of Funds for Market Analysis/Regulatory Audit and Additional Service Tasks	Referral

VII. COMMUNICATIONS & REPORTS (Other than Committee Reports)

- a. Town Councilors
- b. Clerk of the Representative Town Meeting
- c. Clerk of the Council
- d. Town Manager

VIII. COMMITTEE REPORTS

- a. Community Relations - Chairman de la Cruz
- b. Finance - Chairman Frink
- c. Personnel & Appointments - Chairman Flax
- d. Rules - Chairman Frink
- e. Committee of the Whole - Mayor Schmidt

IX. NEW BUSINESS

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| 2014-0334 | Town Council Appointment Policy Modification | Referral |
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RESOLUTION APPROVING A REVISED TOWN COUNCIL APPOINTMENT POLICY FOR BOARDS AND COMMISSIONS

WHEREAS, the Town Council Appointments Policy was last revised effective November 7, 2012, and

WHEREAS, the Personnel and Appointments Committee of the Town Council has considered a revision to the policy regarding the reappointment of unaffiliated chairpersons of boards and commissions, now therefore be it

RESOLVED, that the Town Council adds Sec 4.3.4 and adopts the Town Council Appointments Policy as attached, said policy to be effective immediately.

Legislative History

	12/2/2014	Mayor	Referred	Town Council Personnel & Ap
	3/3/2015	Town Council Personnel & Appointments Committee	Recommended for a Resolution	
2015-0034		Small Cities Development Block Grant - 2015 Application		Referral

RESOLUTION AUTHORIZING THE SUBMISSION OF A SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION FOR THE GROTON HOUSING AUTHORITY

WHEREAS, federal monies are available under the Title I of the Housing and Community Development Act of 1974, 42 U.S.C. § 5301, et. seq., as amended, also known as Public Law 93-383, and administered by the State of Connecticut, Department of Economic and Community Development as the Connecticut Small Cities Community Development Block Grant Program; and

WHEREAS, pursuant to Chapter 127c, and Part VI of Chapter 130 of the Connecticut General Statutes, the Commissioner of the State of Connecticut Department of Economic and Community Development is authorized to disburse such federal monies to local municipalities; and

WHEREAS, the Town of Groton wishes to provide financial assistance to the eligible public housing authority to upgrade their residential buildings, making them decent, safe and sanitary; and

WHEREAS, the Town of Groton conducted public hearings to receive citizen comments on housing and community development needs, prioritizing the housing authority as a community need; and

WHEREAS, it is desirable and in the public interest that the Town of Groton make application to the State for \$800,000 in order to undertake a Small Cities Community Development project and to execute an Assistance Agreement therefore, should one be offered; now therefore be it

RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF GROTON: 1. That it is cognizant of the conditions and prerequisites for the State financial assistance imposed by Part VI of Chapter 130 of the Connecticut General Statute; and 2. That the filing of an application for State financial assistance by the Town of Groton in an amount not to exceed \$800,000 is hereby approved and that Mark Oefinger, Town Manager is hereby authorized and directed to file such application with the Commissioner of the Department of Economic and Community Development; to provide such additional information; to execute such other documents as may be required by the Commissioner; to execute an Assistance Agreement with the State of Connecticut for financial assistance if such an agreement is offered; to execute any amendments, recessions, and revisions thereto; to implement project activities, if approved; and, to act as the authorized representative of the Town of Groton and to execute any other agreement or contract relative to said project. 3. That it adopts or has adopted on behalf of the Town of Groton a policy to support the following nondiscrimination agreements and warranties provided in subsection (a)(J) of Connecticut General Statutes sections 4a-60 and 4a-60a, respectively, as amended by Public Act 07 -142, and for which purposes the "contractor" is the Town of Groton and "contract" is said Assistance Agreement:

The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut.

The contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved.

The contractor agrees and warrants that in the performance of the contract, such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the State of Connecticut, and that employees are treated when employee without regard to their sexual orientation.

Legislative History

2/5/2015 Mayor Referred Town Council Committee of th

2/10/2015 Town Council Committee of Discussed
the Whole

Susan Cullen, Planner II, provided a brief history of the Small Cities Development Block Grant program and last year's grant in the amount of \$800,000 for the Groton Housing Authority. She described this request to apply for an additional \$800,000 to continue work for the Housing Authority. The application deadline is April 2 and Ms. Cullen is requesting a March 3rd public hearing.

2/10/2015 Town Council Committee of Motion
the Whole

to hold a public hearing on the 2015 Small Cities Development Block Grant on March 3, 2015

3/10/2015 Town Council Committee of Discussed
the Whole

Town Manager Oefinger provided a brief overview of the Small Cities Community Block Grant application process to date. This request is for authorization to submit the grant application in the amount of \$800,000 to continue the rehabilitation work at the Groton Housing Authority properties.

3/10/2015 Town Council Committee of Recommended for a
the Whole Resolution

2015-0045 **First Supplemental Design Agreement for Crystal Lake Road Reconstruction Referral**

RESOLUTION AUTHORIZING THE TOWN MANAGER TO SIGN THE FIRST SUPPLEMENTAL AGREEMENT FOR CRYSTAL LAKE ROAD RECONSTRUCTION PLANS, SPECIFICATIONS, AND ESTIMATES

RESOLVED, that Mark R. Oefinger, Town Manager, is hereby authorized to sign the agreement entitled "First Supplemental Agreement to the Original Agreement dated June 12, 2013 between the State of Connecticut and the Town of Groton for the Development of Contract Plans, Specifications and Estimates for Crystal Lake Road Reconstruction Utilizing Federal Funds under the Urban Component of the Surface Transportation Program."

Legislative History

2/26/2015 Mayor Referred Town Council Committee of th

3/10/2015 Town Council Committee of Discussed
the Whole

Town Manager Oefinger explained that the amount of funding necessary to complete engineering for the Crystal Lake Road Reconstruction project has increased. The Town's share will increase from \$60,000 to \$80,000. No additional appropriation is required at this time. This request is to authorize the Town Manager to sign the First Supplemental Agreement.

3/10/2015 Town Council Committee of Recommended for a
the Whole Resolution

2015-0047 **Historic Documents Preservation Grant (2016) Referral**

RESOLUTION AUTHORIZING THE TOWN MANAGER TO EXECUTE AND DELIVER A CONTRACT FOR A HISTORIC DOCUMENTS PRESERVATION GRANT

WHEREAS, the Town of Groton will benefit by the continuance of the Historic Documents Preservation Program which will be enabled and enhanced by grant funding, now therefore be it

RESOLVED, that Mark R. Oefinger, Town Manager of the Town of Groton, is empowered to execute and deliver in the name and on behalf of this municipality a contract with the Connecticut State Library for an Historic Documents Preservation Grant.

Legislative History

3/2/2015 Mayor Referred Town Council Committee of th

3/10/2015 Town Council Committee of Discussed
the Whole

Town Manager Oefinger described the request for authorization to submit an annual Historic Documents Grant application in the amount of \$4,000 to address the poor condition of some of the volumes in Land Records. No matching funds are required.

3/10/2015 Town Council Committee of Recommended for a
the Whole Resolution

2015-0053 Pfizer Community Grant - Library Local History Referral
Room/Computer Lab

RESOLUTION AUTHORIZING THE TOWN MANAGER OR HIS DESIGNEE TO SEEK GRANT FUNDING FROM THE PFIZER COMMUNITY GRANTS PROGRAM TO PURCHASE FURNITURE FOR GROTON PUBLIC LIBRARY'S LOOKING FORWARD, GIVING BACK RENOVATION PROJECT

WHEREAS, protecting and preserving materials about the history of Groton is an important role of the Groton Public Library and the expanded local history room will require appropriate furnishings, and

WHEREAS, furnishing the computer lab with furniture that allows for easy rearrangement providing a more flexible space, and

WHEREAS, the Pfizer Community Grant has funds available to revitalize local communities and support local civic and cultural institutions, now therefore be it

RESOLVED that the Groton Town Council hereby authorizes the Town Manager or his designee to seek grant funding in the amount of \$25,000.00 from the Pfizer Community Grants Program which will be utilized by Groton Public Library to purchase furniture as outlined in the architectural plans for the local history room and computer lab in the Looking Forward, Giving Back renovation project.

Legislative History

3/4/2015 Mayor Referred Town Council Committee of th

3/10/2015 Town Council Committee of Discussed
the Whole

Betty Anne Reiter, Director of Library Services, noted that the Town has received a state library grant in the amount of \$414,000 contingent on the provision of matching funds by the Town. Ms. Reiter is requesting authorization to submit an application to the Pfizer Community Grants Program in the amount of \$25,000 to purchase furniture for the Library's local history room and computer lab renovation project.

3/10/2015 Town Council Committee of Recommended for a
the Whole Resolution

2015-0054 Reappointment of Susan Kietzman to Library Board Referral

RESOLUTION REAPPOINTING SUSAN KIETZMAN TO THE LIBRARY BOARD

RESOLVED, that Susan B. Kietzman, 25 West Mystic Avenue, Mystic, is hereby reappointed to the Library Board for a term expiring 12/31/17.

Legislative History

- 3/3/2015 Town Council Personnel & Appointments Committee Recommended for a Resolution
- 2015-0055 Reappointment of Jeffrey Pritchard to Planning Commission Referral**
- RESOLUTION REAPPOINTING JEFFREY PRITCHARD TO THE PLANNING COMMISSION
RESOLVED, that Jeffrey C. Pritchard, 31 West Mystic Avenue, Mystic is hereby reappointed to the Planning Commission for a term expiring 12/31/19.
- Legislative History
- 3/3/2015 Town Council Personnel & Appointments Committee Recommended for a Resolution
- 2015-0056 Reappointment of Dorothy Eames to Community Development Advisory Committee Referral**
- RESOLUTION REAPPOINTING DOROTHY EAMES TO THE COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
RESOLVED, that Dorothy Eames, 83 Pine Island Road, is hereby reappointed to the Community Development Advisory Committee for a term ending 2/7/18.
- Legislative History
- 3/3/2015 Town Council Personnel & Appointments Committee Recommended for a Resolution
- 2015-0057 Reappointment of Carol Pratt to Retirement Board Referral**
- RESOLUTION REAPPOINTING CAROL PRATT TO THE RETIREMENT BOARD
RESOLVED that the Town Council reappoints Carol W. Pratt as a participant member to the Retirement Board for a term ending 12/31/17.
- Legislative History
- 3/3/2015 Town Council Personnel & Appointments Committee Recommended for a Resolution
- 2015-0062 Job Descriptions for the Library Referral**
- RESOLUTION APPROVING JOB DESCRIPTIONS FOR THE LIBRARY
WHEREAS, the Groton Public Library seeks to redefine and update job descriptions, simplify the organizational structure, and bring equity to the pay scale associated with each job title, now therefore be it
- RESOLVED, that the Town Council approves the attached job descriptions for Library Assistant, Librarian I - Circulation, Librarian I - Public Services, and Librarian II, all dated March 2015.
- Legislative History
- 3/10/2015 Town Council Committee of the Whole Recommended for a Resolution
- 2015-0063 Increase in Hours for Office Assistant III (Office of Planning and Development Services) Referral**
- RESOLUTION APPROVING INCREASE IN HOURS FOR OFFICE ASSISTANT III IN THE OFFICE OF PLANNING AND DEVELOPMENT SERVICES
WHEREAS, due to an increasing workload, the Office of Planning and Development Services (OPDS) has proposed that the hours per week for the Office Assistant III be increased from 35 to 40, and
- WHEREAS, the addition of five hours per week for this position with align the position's hours with those of the Director of OPDS, planners, and other senior and technical staff, now therefore be it

RESOLVED, that the Town Council approves the increase from 35 hours per week to 40 hours per week for the Office Assistant III in the Office of Planning and Development Services, effective immediately.

Legislative History

2015-0064	<p>3/10/2015 Town Council Committee of the Whole</p> <p>Job Description for Assistant Director of Planning and Development</p>	<p>Recommended for a Resolution</p>	<p>Referral</p>
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RESOLUTION APPROVING JOB DESCRIPTION FOR THE ASSISTANT DIRECTOR OF PLANNING AND DEVELOPMENT

WHEREAS, the Office of Planning and Development Services has identified the need for an Assistant Director of Planning and Development in order to implement desired changes to the Town of Groton regulatory process and economic development goals, manage and supervise staff, and administer special projects and yearly initiatives, and

WHEREAS, a vacant Inspection Services Technician position will not be filled allowing the Assistant Director position to be filled in the current fiscal year (FYE 2015), now therefore be it

RESOLVED, that the Town Council approves the attached job description for the Assistant Director of Planning and Development, revised March 2015.

Legislative History

2015-0065	<p>3/10/2015 Town Council Committee of the Whole</p> <p>Market Analysis and Regulatory Audit Focus Group</p>	<p>Recommended for a Resolution</p>	<p>Referral</p>
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RESOLUTION ESTABLISHING A MARKET ANALYSIS AND REGULATORY AUDIT FOCUS GROUP

WHEREAS, the Town is undertaking a legislative policy initiative to increase revenues, and has hired a consultant to conduct a community market analysis, a land use regulatory audit, and an analysis of priority development sites, and

WHEREAS, it is desirable to establish an advisory focus group for the duration of the project to provide feedback to the project team, channel community input, disseminate project information, and identify issues and concerns, and

WHEREAS, the focus group should consist of members of land use agencies and key members of the community, now therefore be it

RESOLVED, that the Town Council establishes a comprehensive Market Analysis and Regulatory Audit Focus Group consisting of one representative from each of the following groups/areas, to be appointed by the Town Manager and/or Director of the Office of Planning and Development Services:

- Planning Commission
- Zoning Commission
- Economic Development Commission
- Representative Town Meeting
- Board of Education
- Town Council
- Groton Business Association
- Downtown Mystic Businesses
- Groton Small Businesses

TOWN COUNCIL APPOINTMENT POLICY FOR BOARDS AND COMMISSIONS

TOWN COUNCIL APPOINTMENT POLICY

Administrative Regulation #8-2, adopted by the Town Council on February 15, 1994. Revised May 16, 2006. Revised January 15, 2008. Revised November 7, 2012. Revised March 17, 2015.

Sec 1.0 PURPOSE

To establish the policy and procedures for Town Council appointments in order to attract and retain qualified and interested citizens to serve on agencies, authorities, boards, commissions, and committees, etc., hereinafter referred to as "A/B/C".

Sec 2.0 ORGANIZATIONS AFFECTED

The Town Clerk's Office, the political Town Committees and the general public.

Sec 3.0 ABBREVIATIONS and DEFINITIONS

Sec 3.1 A/B/C – Agencies, authorities, boards, commissions, committees, councils, etc. – a Town of Groton body which is permanent in nature with decision-making or advisory authority.

Political Town Committee – the Democratic and Republican Town Committees. Also referred to as "political party".

Appointee – A member of any A/B/C who is appointed by the Town Council according to Statute, Charter, Ordinance or Resolution.

Appointments Committee – Town Council Personnel, Appointments, Rules, and Legislation Committee – A committee of the Town Council which recommends appointments to the Town Council.

See Appendix A for list of A/B/C.

Sec 4.0 POLICY

Sec 4.1 This policy conforms to Town Charter Sections 8.1, 8.1.1, 8.1.2, 8.1.3, 8.1.5, 8.1.5.2, 8.1.5.3, and 8.4 which describe the duties of the Town Council for appointments to A/B/Cs. The policy also conforms to Connecticut General Statute (CGS) 9-167a – Minority Representation.

See Appendix B for Charter Sections and CGS 9-167a.

Sec 4.2 APPOINTMENTS

Sec 4.2.1 It is the policy of the Town Council to appoint the most qualified citizens to the A/B/Cs. The Appointments Committee shall consider all applicants that have been recommended by the political Town Committees for a vacant position, regardless of party affiliation or lack thereof, but in compliance with CGS 9-167a. The Appointments Committee also shall consider all unaffiliated applicants for that same position. The Town Council reserves the right to appoint any applicant regardless of the recommendation from the political Town Committees.

Sec 4.2.2 All applicants are required to submit a completed application to the Town Clerk. Applications for recommended appointees also may be submitted directly by the political Town Committee to the Town Clerk.

TOWN COUNCIL APPOINTMENT POLICY FOR BOARDS AND COMMISSIONS

Sec 4.3 REAPPOINTMENTS

- Sec 4.3.1 Reappointment questionnaires for party members are required to be submitted to the Town Clerk by the relevant political Town Committee chairman or designee. If the political Town Committee chairman or designee is unable to communicate with the Chairman of the Board or Commission within 60 days, the political chair will submit the reappointment questionnaire, with any information collected, to the Town Clerk's office.
- Sec 4.3.2 For unaffiliated members the Town Clerk will send a reappointment questionnaire to the chairman of the A/B/C two months in advance of the term expiration date.
- Sec 4.3.3 Upon receiving the recommendation for a reappointment, the Town Clerk shall forward the information within 10 days to the Town Council Appointments Committee.
- Sec 4.3.4 For unaffiliated Chairmen of any Board or Commission, the Town Clerk will send a reappointment questionnaire to the Chairman of the Appointments Committee three months in advance of the term expiration indicating that the Chairperson is not affiliated.

Sec 5.0 PROCEDURES

Sec 5.1 ORIGINATION

- Sec 5.1.1 Vacancies on A/B/Cs shall be regularly publicized by the Town Clerk's Office.
- Sec 5.1.2 The Town Clerk shall provide information and applications to any person inquiring about appointment to an A/B/C.
- Sec 5.1.3 Upon receiving an application, the Town Clerk shall verify voter status through the Registrars of Voters. If the applicant is a member of a political party, a copy of the application shall be sent to the Chairman of that party. If the applicant is unaffiliated, a copy of the application shall be sent to both political parties, and to the Town Council Appointments Committee.
- Sec 5.1.4 It is not the responsibility of the Town Council or the Town Clerk to remind the political Town Committees of vacancies or term expirations.

Sec 5.2 COORDINATION AND APPROVAL

- Sec 5.2.1 Upon receiving a completed application from the Town Clerk, the political Town Committee(s) will evaluate the applicant. If there is a vacancy and the political Town Committee wishes to recommend the appointment of the applicant, the Chairman shall notify the Town Clerk in writing of the Town Committee's recommendation. For timely appointment, the political Town Committee shall notify the Town Clerk of the recommendation within sixty (60) days after receiving the completed application.
- Sec 5.2.2 If no recommendation is received by the Town Clerk within the sixty (60) days, the Appointments Committee shall proceed with consideration of the unaffiliated applicant. This Section is void if the position is mandated by CGS 9-167a to be filled by a member of the minority party.

TOWN COUNCIL APPOINTMENT POLICY FOR BOARDS AND COMMISSIONS

- Sec 5.2.3 Political Town Committee and unaffiliated citizens may submit additional information to the Town Clerk's Office in order to support the recommendation or citizen interest.
- Sec 5.2.4 Upon receiving the recommendation of the political Town Committee for a new appointee, the Town Clerk shall forward the information within 10 days to the Town Council Appointments Committee.
- Sec 5.2.5 The Appointments Committee shall meet and decide whether to interview the applicant. The Appointments Committee shall request the Town Clerk to invite the applicant to attend an Appointments Committee meeting for an interview. The interview process for that individual may be waived by the Appointments Committee, and reasons for the waiver shall be noted in the Committee Report.
- Sec 5.2.6 The Appointments Committee shall submit its recommendations to the Town Council for approval at the next regularly scheduled Council Meeting or, if necessary, at a Special Meeting.

Sec 5.3 APPOINTMENT AND OATH OF OFFICE

After approval at a Town Council meeting, the appointee shall be notified by the Town Clerk and given the oath of office. The Town Clerk shall send copies of the appointment letter to the Chairman of the A/B/C and to that A/B/C staffing department.

Sec 5.4 POLICY ON ALTERNATE POSITIONS

It is the policy of the Town Council that alternates are considered as a separate body in the composition of the A/B/C with respect to CGS 9-167a.

NOTES:

1. It does not matter which party is the majority on the Town Council. Appointment of any applicant does not define the "position" such as Democratic or Republican.
2. If there is any question about the composition of an appointed town board, the Town Attorney makes the ruling on it, not the State.

TOWN COUNCIL APPOINTMENT POLICY FOR BOARDS AND COMMISSIONS

APPENDIX A
Boards and Commissions

ABC Appointed by the Town Council

CGS – Connecticut General Statutes TC Res – Town Council Resolution		GTCo – Groton Town Code of Ordinances GTCh – Groton Town Charter (1987)	
BOARD OF ASSESSMENT APPEALS	3-year	GTCh 5.4	GTCo 2-196
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE	3-year	TC Res. 1/3/89, 2/18/92	
FAIR RENT COMMISSION	3-year	GTCo 9-33	CGS various
HARBOR MANAGEMENT COMMISSION	3-year	GTCo 2-161	CGS 22a-113k
HISTORIC DISTRICT COMMISSION	5-year	GTCo 2-195	CGS 7-147c
HOUSING AUTHORITY	5-year		CGS 8-40
HOUSING CODE BOARD OF APPEALS	3-year	GTCo 9-129	
INLAND WETLANDS AGENCY	2-year	GTCo 2-111	CGS 22a-42
JABEZ SMITH HOUSE COMMITTEE	4-year	TC Res. 9/20/04, 2/5/02 Town Manager and Town Council	
LIBRARY BOARD	3-year	GTCh 5.9.1	
NEIGHBORHOOD REVITALIZATION ZONE COMMITTEE	indefinite	GTCo 9-216 – 9-220	
PARKS & RECREATION COMMISSION	5-year	GTCh 5.10.1	
PERMANENT SCHOOL BUILDING COMMITTEE	3-year	TC Res. 9-28-65, 12/20/71, 3/7/00	
PERSONNEL APPEALS BOARD	5-year	GTCh 5.12	
PLANNING COMMISSION	5-year	GTCh 5.8	CGS 8-19
RETIREMENT BOARD	3-year	GTCh 5.5	GTCo 2-62
SHELLFISH COMMISSION	5-year	GTCo 2-126	CGS 26-257a
WATER POLLUTION CONTROL AUTHORITY	3-year	GTCo 15-21	CGS 7-246,
ZONING BOARD OF APPEALS	5-year	GTCh 5.7	CGS 8-5
ZONING COMMISSION	5-year	GTCh 5.3	CGS 8-1

TOWN COUNCIL APPOINTMENT POLICY FOR BOARDS AND COMMISSIONS

ABC Appointed by the Town Manager

BUILDING CODE BOARD OF APPEALS	5-year		CGS 29-266
CONSERVATION COMMISSION	4-year	GTCh 6.4.1	CGS 7-131a
ECONOMIC DEVELOPMENT COMMISSION	5-year	GTCO 2-148	CGS 7-136
YOUTH & FAMILY SERVICES ADVISORY	No limit		CGS 17a-40

TOWN COUNCIL APPOINTMENT POLICY FOR BOARDS AND COMMISSIONS

APPENDIX B

TOWN CHARTER (2009)

CHAPTER VIII. AGENCIES, AUTHORITIES, BOARDS, COMMISSIONS, COMMITTEES, COUNCILS; APPOINTED OFFICERS

Sec. 8.1 General.

The Council may, at its discretion, create or eliminate agencies, authorities, boards, commissions, committees, or councils (ABC), either permanent or non-permanent consistent with the CGS or ordinance or resolution.

8.1.1 Eligibility for membership.

Members of all appointive ABC, with the exception of advisory boards or other bodies specifically exempted, shall be resident electors of the Town. After selection and notification they shall be sworn in by the Town Clerk or designee before having the right to participate and to vote. Any member ceasing to be a resident elector of the Town shall immediately cease to be a member of such ABC and the position shall be deemed vacant.

8.1.2 Appointment.

All appointments shall be in accordance with a policy approved by the Council or the Town Manager as appropriate. Minority representation shall apply as per CGS Sec. 9-167a.

8.1.3 Reappointment.

Upon expiration of appointment, all regular and alternate members of ABC shall continue to serve until they have been reappointed or replaced, unless such member provides a written statement to the Town Clerk that he/she no longer wishes to serve.

8.1.4 Officers.

Unless otherwise specified by CGS, the members of all appointive ABC shall elect a chairperson, vice chairperson and secretary. Such election shall take place annually at the first meeting in January or at the first meeting with a quorum, whichever occurs first.

8.1.5 Removal.

8.1.5.1 A regular or alternate member of any appointive ABC may be removed for cause by at least seven (7) votes of the Council or by the Town Manager as appropriate appointing authority. Just cause may include: 1) failure to attend at least sixty (60) percent of the regular meetings without reasonable explanation during any calendar year; 2) failure to comply with the duties and obligations imposed by local, state or federal law; 3) violation of the Town Code of Ethics if such exists.

8.1.5.2 No member or alternate of any ABC shall be removed until he/she has been notified by certified mail with a written statement indicating why he/she should be removed. Proof of mailing shall be considered adequate notification. Not sooner than four (4) weeks after mailing, the Council or Town Manager shall convene a public hearing at which the regular or alternate member may appear with counsel. Not later than three (3) weeks after the close of said public hearing, the Council shall vote or the Town Manager, as appropriate, shall take action to remove the member.

8.1.5.3 Any regular or alternate member who has been removed from any ABC shall be ineligible to be a regular or alternate member on any agency, authority, board, commission or committee for a period of not less than one (1) year.

Sec. 8.4 Board of Assessment Appeals.

The Council shall appoint a Board of Assessment Appeals (BAA) for terms of three (3) years unless otherwise specified by CGS. Members of the BAA, at the time this amendment becomes effective, shall continue to serve the remainder of their appointed terms. Powers and duties of the BAA shall be consistent with CGS.

TOWN COUNCIL APPOINTMENT POLICY FOR BOARDS AND COMMISSIONS

CONNECTICUT GENERAL STATUTES

Sec.9-167a. Minority representation.

(a) (1) Except as provided in subdivision (2) of this subsection, the maximum number of members of any board, commission, legislative body, committee or similar body of the state or any political subdivision thereof, whether elective or appointive, who may be members of the same political party, shall be as specified in the following table:

COLUMN I	COLUMN II
Total Membership	Maximum from One Party
3	2
4	3
5	4
6	4
7	5
8	5
9	6
More than 9	Two-thirds of total membership

(2) The provisions of this section shall not apply

(A) to any such board, commission, committee or body whose members are elected wholly or partially on the basis of a geographical division of the state or political subdivision,

(B) to a legislative body of a municipality (i) having a town meeting as its legislative body or (ii) for which the charter or a special act, on January 1, 1987, provided otherwise or

(C) to the city council of an unconsolidated city within a town and the town council of such town if the town has a town council and a representative town meeting, the town charter provides for some form of minority representation in the election of members of the representative town meeting, and the city has a city council and a body having the attributes of a town meeting or

(D) to the board of directors and other officers of any district, as defined in section 7-324, having annual receipts from all sources not in excess of two hundred fifty thousand dollars.

(b) Prior to any election for or appointment to any such body, the municipal clerk, in cases of elections, and the appointing authority, in cases of appointments, shall determine the maximum number of members of any political party who may be elected or appointed to such body at such election or appointment. Such maximum number shall be determined for each political party in the following manner: From the number of members of one political party who are members of such body at the time of the election or appointment, subtract the number of members of such political party whose terms expire prior to the commencement of the terms for which such election or appointment is being held or made and subtract the balance thus arrived at from the appropriate number specified in column II of subsection (a) of this section.

(c) In the case of any election to any such body the winner or winners shall be determined as under existing law with the following exception: The municipal clerk shall prepare a list of the candidates ranked from top to bottom according to the number of votes each receives; when the number of members of any one political party who would be elected without regard to this section exceeds the maximum number as determined under subsection (b) of this section, only the candidates of such political party with the highest number of votes up to the limit of such maximum shall be elected, and the names of the remaining candidates of such political party shall be stricken from the list. The next highest ranking candidates shall be elected up to the number of places to be filled at such election.

(d) If an unexpired portion of a term is to be filled at the same time as a full term, the unexpired term shall be deemed to be filled before the full term for purposes of applying this section. At such time as the minority representation provisions of this section become applicable to any board, commission,

TOWN COUNCIL APPOINTMENT POLICY FOR BOARDS AND COMMISSIONS

committee or body, any vacancy thereafter occurring which is to be filled by appointment shall be filled by the appointment of a member of the same political party as that of the vacating member.

(e) Nothing in this section shall be construed to repeal, modify or prohibit enactment of any general or special act or charter which provides for a greater degree of minority representation than is provided by this section.

(f) Nothing in this section shall deprive any person who is a member of any such body on July 1, 1960, of the right to remain as a member until the expiration of his term.

(g) For the purposes of this section, a person shall be deemed to be a member of the political party on whose enrollment list his name appears on the date of his appointment to, or of his nomination as a candidate for election to, any office specified in subsection (a) of this section, provided any person who has applied for erasure or transfer of his name from an enrollment list shall be considered a member of the party from whose list he has so applied for erasure or transfer for a period of three months from the date of the filing of such application and provided further any person whose candidacy for election to an office is solely as the candidate of a party other than the party with which he is enrolled shall be deemed to be a member of the party of which he is such candidate.

**Town of Groton
Job Description**

Job Title: **Library Assistant**
Department: Library
Reports To: Manager of Circulation and Technical Services
FLSA Status: Hourly/Non-Exempt
Union/Pay Grade: GMEA Level 2
Prepared By: HR
Prepared Date: March 2015
Approved By: Town Council
Approved Date:

CLASSIFICATION OVERVIEW

Performs varied clerical duties in issuing and receiving library materials in all formats. Assists users in the use of library services and facilities by answering routine questions and referring all other inquiries to the appropriate division. Compiles and maintains records of circulation transactions and other activities of the department by performing the following duties using various software applications and the Integrated Library System (ILS).

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions or duties listed below are the primary functions and duties of the classification. There may be other types of work that may be performed and the omission of a particular duty or function does not exclude that duty or function from the classification provided that the duty or function is similar in work, related to the work or logically assigned to the classification.

Receives oral or written instruction from the Manager of Circulation and Technical Services or Librarian I - Circulation and organizes work according to established procedures. Performs daily library services such as checking out and checking in library books and materials. Checks returned library materials for damage and assesses the extent of damage. Checks in and processes the Library's periodicals and maintains accurate records of the Library's periodical collection. Computes, receives and records overdue fines. Processes and issues library cards in accordance with state regulations. May be responsible for scheduling room bookings, exhibits and displays and assisting in setting up the displays and exhibits. May be required to perform routine machine maintenance. Reports work accomplished to supervisor and in the absence of the supervisor, coordinates workflow for hourly part-time workers in the unit.

Performs routine filing, word processing, and related clerical work and operates office equipment such as photocopiers, phone systems, fax machines and computer work stations. Knowledgeable in the various modules of the Integrated Library System (ILS), web based applications and Microsoft Office.

Considerable ability to establish and maintain effective and courteous working relationships with residents, members of the general public, other departments and agencies, co-workers and volunteers.

ADDITIONAL DUTIES AND RESPONSIBILITIES

Performs various routine library duties such as processing mail, reserving library materials and answering the telephone. Processes books for the Connecticut state library program and processes inter-library loan requests from patrons and other libraries. Will be assigned evening, weekend and holiday shifts. Performs related duties and responsibilities as required.

QUALIFICATIONS

The skills and knowledge required would generally be acquired with a high school education and two years public library experience. Excellent communication and customer service skills required. Demonstrated proficiency with computers and office equipment required. Experience in using an Integrated Library System is required.

Criminal background, drug testing and driving record checks required prior to employment.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid driver's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

Employee must be free from mental and physical disorders which would interfere with performance duties as described, and have the mental capacity to handle stressful situations.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate. The employee will regularly operate typical business office equipment, including computer hardware.

ACCOMMODATIONS

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

TOWN OF GROTON
Job Description

Job Title: **Librarian I - Circulation**
Department: Library
Reports To: Manager of Circulation and Technical Services
FLSA Status: Hourly/Non-Exempt
Union/Pay Grade: GMEA Level 12
Prepared By: HR
Prepared Date: March 2015
Approved By: Town Council
Approved Date:

CLASSIFICATION OVERVIEW

Plans, organizes, and supervises the activities of the Circulation Division. Coordinates daily operation of the integrated library system to circulate library materials. Assists library users in the use of library services, facilities, and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions or duties listed below are the primary functions and duties of the classification. In addition to being able to perform all duties of a lower classification, there may be other types of work that may be performed and the omission of a particular duty or function does not exclude that duty or function from the classification provided the duty or function is similar in work, related to the work or logically assigned to the classification.

Receives oral or written instructions from the Manager of Circulation and Technical Services. Schedules and prioritizes work within the circulation division. Prepares work schedules and assigns work to library assistants, office assistants, clerks, aides and pages. Supervises the circulation of the library collection of books, periodicals, audiovisual materials and equipment. Oversees and performs such duties as: operation of integrated library system to identify data and due date of loaned books or materials; processes books and materials for the CONNECTICARD state library program; inspects returned books and materials for damage; returns and maintains books in stacks and files; and receives and processes library card applications. Interacts with technical services division to update and improve systems and equipment. Supervises the receiving and recording of overdue fines and fees. Maintains circulation data base and prepares regular statistical reports for supervisor. Recommends employment, promotion and retention of employees through the recruitment and evaluation process. Prepares, assesses, and provides on-going training for circulation employees. Develops, maintains, and updates all circulation procedural manuals. Reports goals accomplished to supervisor.

Considerable ability to establish and maintain effective and courteous working relationships with residents, members of the general public, other departments and agencies, co-workers and volunteers.

ADDITIONAL DUTIES AND RESPONSIBILITIES

Reviews professional publications for the selection and purchase of books, periodicals, and audiovisual materials. Assists library users in the use of library services. Attends meetings and participates in professional library administration. Performs duties in other library divisions as needed. Oversees the booking of exhibits, displays, meeting rooms, and the maintenance of the public information board. Coordinates outreach programs. Will be assigned nights, weekend and holiday shifts. Performs related duties and responsibilities as required.

QUALIFICATIONS/EXPERIENCE/TRAINING

Master's Degree in Library Science from a school accredited by American Library Association (ALA). Experience in the operation of personal computers and peripheral equipment essential. Demonstrated ability to create spreadsheets and databases. Must possess excellent oral and written communication skills, as well as good command of the English language. Supervisory experience in a library setting required.

Criminal background, drug testing, and driving record checks required prior to employment.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid driver's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms, drive; get in and out of vehicles. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

Employee must be free from mental and physical disorders which would interfere with performance duties as described, and have the mental capacity to handle stressful situations.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is

usually moderate. The employee will regularly operate typical business office equipment, including computer hardware.

ACCOMMODATIONS

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

TOWN OF GROTON
Job Description

Job Title: **Librarian I – Public Services**
Department: Library
Reports To: Manager of Library Public Services
FLSA Status: Hourly/Non-Exempt
Union/Pay Grade: GMEA Level 12
Prepared By: HR
Prepared Date: March 2015
Approved By: Town Council
Approved Date:

CLASSIFICATION OVERVIEW

The Librarian I - Public Services position is responsible for assisting and supporting the needs of a section of the library, such as adult or youth services, and performing specialized professional work. Responsibilities include helping library users in all library services; initiating, developing, coordinating and implementing programs to improve service availability and quality consistent with library policies and management guidelines. Other routine work involves providing for the overall care and maintenance of the collections, keeping current of new technologies and methods, and attending meetings and communicating with customers, co-workers and other agencies. Librarian I - Public Services will assume responsibility for the library in the absence of a Librarian II, Manager of Library Public Services, Manager of Circulation and Technical Services and Director. Regularly scheduled night and Saturday work is expected.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions or duties listed below are the primary functions and duties of the classification. In addition to being able to perform all duties of a lower classification, there may be other types of work that may be performed and the omission of a particular duty or function does not exclude that duty or function from the classification provided the duty or function is similar in work, related to the work or logically assigned to the classification.

Receives oral or written instructions from Librarian II or Manager of Library Public Services. Responds to patron requests for information, research, and general assistance. Assists users in the selection of library materials and explains usage. Participates in collection development by ordering library materials and maintaining the existing library collection. Provides assistance in the use of computers, software, library databases and various technologies to patrons in both one-on-one or classroom settings. Develops, coordinates and supervises a variety of community, educational, cultural and social programs for all ages. Plans and develops reading lists, outreach activities and special events for special interest groups such as: children, students, elderly, or civic and cultural organizations. Establishes and maintains effective and courteous working relationships with the general public, other departments and agencies, co-workers and volunteers. Prepares statistical, narrative, and/or outcome based reports of some

complexity for Manager of Library Public Services and/or Librarian II. Reports work accomplished to Manager of Library Public Services and/or Librarian II.

Considerable ability to establish and maintain effective and courteous working relationships with residents, members of the general public, other departments and agencies, co-workers and volunteers.

ADDITIONAL DUTIES AND RESPONSIBILITIES

Prepares, reviews, and edits marketing materials to explain or promote use of the Library and its programs. Ability to work independently and creatively to solve problems, as well as adaptability and dependability to work well in a team situation. Designs and teaches computer classes, including new, emerging technologies, as assigned. Speaks to student, civic, cultural and other groups on library and educational topics. Attends conferences, workshops, and other continuing education opportunities to increase professional knowledge and skills. Performs related duties and responsibilities as required.

QUALIFICATIONS/EXPERIENCE/TRAINING

Master's Degree in Library Science from a school accredited by American Library Association (ALA). Demonstrated ability with technology including, but not limited to, computers, software, library databases, and new, emerging technologies. Excellent customer service and effective communication skills (oral and written) are essential. Programming experience is preferred; familiarity with conducting children's story times is desirable.

Criminal background, drug testing and driving record checks required prior to employment.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid driver's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms, drive; get in and out of vehicles. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

Employee must be free from mental and physical disorders which would interfere with performance duties as described, and have the mental capacity to handle stressful situations.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate. The employee will regularly operate typical business office equipment, including computer hardware.

ACCOMMODATIONS

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

TOWN OF GROTON
Job Description

Job Title: **Librarian II**
Department: Library
Reports To: Manager of Library Public Services
FLSA Status: Hourly/Non-Exempt
Union/Pay Grade: GMEA Level 17
Prepared By: HR
Prepared Date: March 2015
Approved By: Town Council
Approved Date:

CLASSIFICATION OVERVIEW

The Librarian II is responsible for helping administer and operate a major section of the library, such as adult or youth services, and perform specialized professional work. Responsibilities include assisting library users in all library services; initiating, developing, coordinating and implementing programs to improve service availability and quality consistent with library policies and management guidelines. Other routine work involves helping draft operating policies and procedures, keeping current of new technologies and methods, assisting in evaluating the work of Librarian I - Public Services, providing for the overall care and maintenance of the collections, assisting in hiring staff, attending meetings and communicating with customers, co-workers and other agencies. Librarian II will assume responsibility for the library in the absence of the Manager of Library Public Services, Manager of Circulation and Technical Services and Director. Regularly scheduled night and Saturday work is expected.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions or duties listed below are the primary functions and duties of the classification. In addition to being able to perform all duties of a lower classification there may be other types of work that may be performed and the omission of a particular duty or function does not exclude that duty or function from the classification provided the duty or function is similar in work, related to the work or logically assigned to the classification.

Receives oral or written instructions from the Manager of Library Public Services. Aids the Manager by scheduling, training, mentoring and directing Librarian I - Public Services and other support staff. Acts as a resource to all library staff in providing research and readers' advisory services. Works with the Manager of Library Public Services and the Manager of Circulation and Technical Services to carry out the direction of collection development and its maintenance. Reviews, recommends, and orders library materials in assigned area(s). Responds to patron requests for information, research, and general assistance. Assists users in the selection of library materials and explains usage. Provides assistance in the use of computers, software, library databases and various technologies to patrons in both one-on-one or classroom settings. Develops, coordinates and supervises a variety of community, educational, cultural and social programs for all ages. Plans and develops reading lists, outreach

activities and special events for special interest groups such as: children, students, elderly, or civic and cultural organizations. Establishes and maintains effective and courteous working relationships with the general public, other departments and agencies, co-workers and volunteers. Prepares statistical, narrative, and outcome based reports of some complexity for supervisor. Reports work accomplished to supervisor.

Considerable ability to establish and maintain effective and courteous working relationships with residents, members of the general public, other departments and agencies, co-workers and volunteers.

ADDITIONAL DUTIES AND RESPONSIBILITIES

Organizes and manages special collections, serials, and bibliographic databases. Ability to guide and train other staff in use of emerging trends and technologies as they are implemented through new and existing services. Recommends policies and procedures to improve operations. Prepares, reviews, and edits marketing materials to explain or promote use of the Library and its programs. Speaks to student, civic, cultural and other groups on library and educational topics. Participates in and may lead library-wide committees. Attends conferences, workshops, and other continuing education opportunities to increase professional knowledge and skills.

QUALIFICATIONS/EXPERIENCE/TRAINING

Master's Degree in Library Science from an American Library Association (ALA) accredited school and five (5) years of experience in professional library work is required. Supervisory and programming experience is preferred. Demonstrated ability with technology including, but not limited to, computers, software, library databases, and new, emerging technologies. Excellent customer service and effective communication skills (oral and written) are essential.

Criminal background, drug testing and driving record checks required prior to employment.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid driver's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms, drive; get in and out of vehicles. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

Employee must be free from mental and physical disorders which would interfere with performance duties as described, and have the mental capacity to handle stressful situations.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate. The employee will regularly operate typical business office equipment, including computer hardware.

ACCOMMODATIONS

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

**Town of Groton
Job Description**

Job Title: Assistant Director of Planning and Development
Department: Planning and Development
Reports To: Director of Planning and Development
FLSA Status: Salaried/Exempt
Union/Pay Grade: Non-Union/Level 2
Prepared By: HR
Prepared Date: February 1999
Approved By: Town Council
Approved Date: May 5, 1999
Revision Date: March 2015
Approved By: Town Council
Approved Date:

CLASSIFICATION OVERVIEW

Under the general direction of the Director of Planning and Development, this position may be assigned responsibility for the administration of designated operations or divisions within the department. The position provides the Director with assistance in the planning and administration of the department and may assume responsibility for the department in the absence of the Director. The position requires administrative capabilities, creativity, a high level of knowledge of the most current and innovative zoning and subdivision practices, and supervisory skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions or duties listed below are the primary functions and duties of the classification. There may be other types of work that may be performed and the omission of a particular duty or function does not exclude that duty or function from the classification provided that the duty or function is similar in work, related to the work or logically assigned to the classification.

Responsible for the routine daily operations of the Planning Division and special projects coordination as needed. Provides the Director with professional and administrative assistance in the overall management of the department. Assists in the administration in the functional areas of land use, environmental protection, growth management and general planning. Administers, reviews, and makes recommendations on commercial, recreational, office, industrial, and residential development proposals. Provides technical consultation and services to the Town's various Land Use commissions as needed. Assists in the coordination of planning and zoning review and actions with other Town Departments, and other OPDS division heads as necessary. Administers, coordinates, and makes recommendations concerning land use regulations. Compiles and analyzes data on economic, social, and physical factors affecting land use. Confers with attorneys, builders, and members of the public on planning matters. Assists Director in the preparation of the department budget. Provides supervision and direction to professional planning staff, paraprofessional, and office staff as directed. Oversees consultant agreements as directed. Provides narrative and statistical reports of some complexity. Helps coordinate Town programs with Regional, State, and Federal Planning agencies. Participates in professional planning organizations to maintain current on technological and legal developments and change. Lead staff member on the annual Capital Improvement Program.

Considerable ability to establish and maintain effective and courteous working relationships with residents, members of the general public, other departments and agencies, co-workers and volunteers.

ADDITIONAL DUTIES AND RESPONSIBILITIES

Reviews economic base, employment, demographic, housing and income data. Develops applications for intergovernmental assistance. Represents the Director of Planning and Development as delegated. Attendance at night meetings as required to adequately perform job.

QUALIFICATIONS

The skills and knowledge required would usually be acquired with a Master's Degree in City, Urban, or Regional Planning, or Public Administration with concentrated course work in City Planning and six (6) years experience as an urban or regional planner with a minimum of two (2) years in an administrative or supervisory capacity. A combination of education and experience that demonstrates the ability to perform the responsibilities of this position may be considered in lieu of stated education and experience requirements. Excellent communication skills both verbal and written. Ability to read, analyze and interpret business and professional journals, financial reports and legal documents. Proven leadership and experience in writing and adopting innovative zoning and subdivision regulations. Skill in sensitively and effectively responding to inquiries and complaints from customers, regulatory agencies and the business community. Ability to effectively prepare and present information to top management and public groups. Ability to define problems, collect data, establish facts and draw valid conclusions. Able to appropriately deal with a variety of abstract and concrete variables.

Criminal background, drug testing and driving record check required prior to employment.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Motor Vehicle Operator's license. Certification as a Planner by the American Institute of Certified Planners desirable.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception. The employee will regularly be required to visit off-site locations and to access buildings and property.

Employee must be free from mental and physical disorders which would interfere with performance duties as described, and have the mental capacity to handle stressful situations.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is frequently exposed to outside terrain, construction sites and weather conditions. The noise level in the work environment is usually moderate. The employee will regularly be required to operate typical business office equipment, including computer hardware.

ACCOMMODATIONS: Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.