



# Town of Groton, Connecticut

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

## Meeting Agenda

### Town Council

**Mayor Bruce Flax, Councilors Dean G. Antipas, Diane Barber, Joe de la Cruz, Greg Grim, Karen F. Morton, Bonnie Nault, Deb Peruzzotti, and Harry A. Watson**

Tuesday, October 04, 2016

7:30 PM

Town Hall Annex - Community Room 1

### REGULAR MEETING

#### I. ROLL CALL

#### II. SALUTE TO THE FLAG

#### III. RECOGNITION, AWARDS & MEMORIALS

2016-0233 Lions Clubs International

Proclamation - TC

#### 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

2016-0240 Approval of Minutes (Town Council)

Resolution - Consent

RESOLUTION ACCEPTING TOWN COUNCIL MINUTES

RESOLVED, that the minutes of the Town Council meeting of September 20, 2016 are hereby accepted and approved.

##### b. Administrative Items

2016-0237 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:

Lee Vincent - \$50.00 - Social Services Discretionary

John Taylor - \$500.00 - Social Services Discretionary

Mystic Photography Group - \$ 50.00 - Library Renovations

Companion Animal Hospital - \$1,000 - Parks and Recreation Revolving

Catherine Hoffman - \$15.00 - Parks and Recreation Revolving

Susan Decorte-Mcmillian - \$250.00 - Parks and Recreation Revolving

##### c. Deletions from the Town Council Referral List

2016-0235	Preliminary Results of Operations - FYE 2016	Referral
2016-0231	Community Foundation of Eastern Connecticut Grant	Referral
2016-0236	FYE 2017 Contingency Transfer for United Steelworkers Wages	Referral
2016-0241	Office of Planning and Development Services Job Descriptions	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. Personnel & Appointments - Chairman Watson
- b. Rules -
- c. Committee of the Whole - Mayor Flax

## IX. NEW BUSINESS

2016-0231	Community Foundation of Eastern Connecticut Grant	Referral
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RESOLUTION AUTHORIZING THE TOWN MANAGER OR HIS DESIGNEE TO APPLY TO THE COMMUNITY FOUNDATION OF EASTERN CONNECTICUT/WOMEN AND GIRLS FUND FOR GRANT TO CONTINUE GROTON'S CHILD ABUSE PREVENTION INITIATIVE WHEREAS, funding is available via the Community Foundation of Eastern Connecticut's Women and Girls Fund for initiatives aimed at promoting healthy relationships and reducing domestic violence, and

WHEREAS, Groton Human Services' Child Abuse Prevention Initiative is focused on building strong families and eliminating violence against children, and

WHEREAS, funding from the Women and Girls Fund will enable the continuation of Groton's Child Abuse Prevention Initiative, therefore be it

RESOLVED that the Groton Town Council hereby authorizes the Town Manager or his designee to apply to the Community Foundation of Eastern Connecticut's Women and Girls Fund for grant funds in the amount of \$2500, which will be utilized by Groton Human Services to continue its Child Abuse Prevention Initiative in FYE 17.

### Legislative History

9/12/2016	Mayor	Referred	Town Council Committee of th
9/27/2016	Town Council Committee of the Whole	Recommended for a Resolution	

2016-0236	FYE 2017 Contingency Transfer for United Steelworkers Wages	Referral
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RESOLUTION FOR FYE 2017 GENERAL CONTINGENCY TRANSFERS

WHEREAS, the Town Charter provides for General Contingency transfers during the year, and

WHEREAS, during FYE 2017 budget deliberations, only the labor agreements for the CILU-Telecommunicators employees had been settled and those wage increases were included in a department's FYE 2017 Budget,

WHEREAS, during FYE 2017 budget deliberations, labor agreements/pay plans were not known and were not included in a department's budget for the remaining employee groups; CILU-Clerical, United Steelworkers-Parks/Public Works, Police and Non-Union, and

WHEREAS, wage increases for one of those groups (United Steelworkers-Parks/Public Works) are now known and should be incorporated into a department's FYE 2017 budget through a General Contingency transfer,

WHEREAS, during budget deliberations funds were included in the General Contingency in anticipation of wage adjustments occurring during the fiscal year for a total Contingency appropriation of \$425,000, and

WHEREAS, before this transfer is applied, the General Contingency has a balance of \$413,000 and

RESOLVED, that \$48,190 be transferred from the General Fund Contingency function (#1074) to the following General Fund departments/functions and referred to the RTM for approval:

Public Works #1035 \$41,575  
 Parks & Recreation #1064 \$6,615

Legislative History

9/19/2016	Mayor	Referred	Town Council Committee of th
9/27/2016	Town Council Committee of the Whole	Discussed	
9/27/2016	Town Council Committee of the Whole	Recommended for a Resolution	

**2016-0241 Office of Planning and Development Services Job Descriptions Referral**

**RESOLUTION AUTHORIZING CHANGES TO JOB DESCRIPTIONS IN THE OFFICE OF PLANNING AND DEVELOPMENT SERVICES**

WHEREAS, the Town of Groton Office of Planning and Development Services (OPDS) is changing three job descriptions to better meet the needs of the Town and the department, and

WHEREAS, the job description changes as proposed will not create any new full-time positions during the current fiscal year, and

WHEREAS, the job descriptions being changed are as follows: Assistant Building/Zoning Official, Code Enforcement Officer/Planner I, and Executive Assistant OPDS, and

WHEREAS, these proposed changes will better serve the goals and mission of the Department of Planning and Development Services, now therefore be it

RESOLVED, that the Town Council hereby approves the three above referenced job descriptions as attached to the agenda.

Legislative History

9/27/2016	Town Council Committee of the Whole	Recommended for a Resolution
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**X. ADJOURNMENT**

## **Town of Groton Job Description**

**Job Title:** Assistant Building/Zoning Official  
**Department:** Office of Planning & Development Services  
**Reports To:** Manager of Inspection Services  
**FLSA Status:** Salaried/Exempt  
**Union/Pay Grade:** GMEA/Level 6  
**Prepared By:** Human Resources  
**Prepared Date:** September 2016  
**Approved By:** Town Council  
**Approved Date:**

### **POSITION OVERVIEW**

Under the general direction of the Manager of Inspection Services, assists in the administration and enforcement of the State Building Code, Town ordinances, Zoning and other related regulations through inspection, review, and enforcement duties. Assumes responsibility for the division in the absence of the Manager of Inspection Services.

### **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 of 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.

Assists in the planning and organization of unit activities. Assists in recommending, developing and implementing department goals, objectives and policies. Responsible for the day to day administration of the Town's zoning enforcement program, rental housing code, blight ordinance, historic district regulations, property maintenance code and related regulations, including investigation of complaints, follow-up inspections, enforcement procedures including judicial enforcement if necessary. Analyzes and evaluates building plans, including location, design, materials and construction methods. Confers with, and interprets, code provisions and application procedures to architects, engineers, contractors, and members of the public. Assists public in modifying building plans or in taking corrective action to comply with code and/or regulations. Assists in preparation of department budget. Performs special projects as assigned.

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

### **ADDITIONAL DUTIES AND RESPONSIBILITIES**

Organizes and maintains files on inspection and review work. Investigates complaints of building code, zoning, blight, housing code and other related ordinances and takes corrective action. Provides technical consultation to town departments and commissions as needed. May attend night meetings as required.

## **QUALIFICATIONS**

Bachelor's degree in building construction, architecture, or related field with six years' experience in construction inspection and zoning/code enforcement, or an equivalent combination of education and experience. Thorough knowledge of the Connecticut building code and its related references.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Licensed as a Building Official or Assistant Building Official per Section 29-262 of the Connecticut General Statutes. Certification by Connecticut Association of Zoning Enforcement Officials (CAZEO) as a Certified Zoning Enforcement Official (CZEO) (preferred), or Certified Zoning Enforcement Technician (CZET). Connecticut Motor Vehicle Operator'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 frequently required to stand; walk; sit; use hands to finger, handle, or feel; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to reach with hands and arms and taste or smell. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

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

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

## **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:** Code Enforcement Officer/Planner I  
**Department:** Planning and Development Services  
**Reports To:** Manager of Inspection Services  
**FLSA Status:** Salaried/Exempt  
**Union/Pay Grade:** GMEA/Level 2  
**Prepared By:** HR  
**Prepared Date:** May 2005  
**Approved By:** Town Council  
**Approved Date:** June 2005  
**Revision dates:** July 2006; September 2016

### **POSITION OVERVIEW**

Performs inspection, review, and enforcement duties related to the administration and enforcement of Town of Groton Subdivision Regulations, Historic District Regulations, Zoning Regulations, Wetland Regulations, Property Maintenance Code and related regulations. Performs professional planning services in the functional areas of land use, housing, transportation, zoning, environmental and related planning areas

### **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 of 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 work assignments from the Manager of Inspection Services with regards to regulatory and code enforcement matters and from the Assistant Director of Planning and Development with regards to wetland and planning matters. Plans and organizes daily assignments according to established procedures. Reviews zoning compliance permit requests and associated plans. Investigates complaints and conducts regular inspections to assure compliance with codes and regulations relating to zoning, site plan, subdivision, wetlands, property maintenance code, and historic district applications. Reviews applications, specifications, and plans for zoning and wetland permits to determine conformity to regulations/codes. Confers with attorneys, builders, developers, and members of the public regarding enforcement and compliance of planning and development matters. Participates in the process of reviewing applications and plans for residential and commercial developments. Participates in the preparation of the Plan of Conservation and Development, various land use and environmental planning documents and studies. Provides technical assistance to Town Boards and Commissions concerned with permitting and enforcement of land use regulations.

Prepares studies and/or reports upon request of Agencies, Boards, Commissions, and supervisor. Prepares meeting agendas and materials. Prepares inspection reports, notes violations and recommends corrective actions. Responsible for initiating and carrying through the enforcement process if violations are not corrected, up to and including judicial enforcement if necessary.

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

### **ADDITIONAL DUTIES AND RESPONSIBILITIES**

Organizes and maintains files on inspection and review work. Under the general direction of the supervisor, investigates and resolves complaints of code violations Provides technical consultation to Town departments and commissions as needed. Reviews land use applications and provides staff support to land use commissions as assigned. Prepares grant applications and administers approved grants. Attendance at night meetings as required to adequately perform job. Related duties and responsibilities as required.

### **SUPERVISION**

Receives supervision from the Manager of Inspection Services and receives direction regarding land use and wetland matters, special projects, and plan review from the Assistant Director of Planning and Development.

### **QUALIFICATIONS/EXPERIENCE/TRAINING**

Bachelor's degree in Construction Management, Architecture, Geography, Landscape Architecture, Planning or related field with two years' experience in municipal planning, construction inspection, wetland, or zoning/code enforcement, or an equivalent combination of education and experience. A thorough knowledge of the methods and techniques used in land development and regulation, ability to recognize constructions violations and/or hazardous conditions, ability to express oneself clearly and concisely both orally and in writing, ability to enforce regulations firmly, tactfully and impartially ability to establish and maintain effective working relationships with commissions, contractors, property owners and the general public.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Certification by Connecticut Association of Zoning Enforcement Officers as a Certified Zoning Enforcement Official, Certified Zoning Enforcement Technician, or Certification by the Department of Energy and Environmental Protection of completion of the Municipal Inland Wetland Commissioners Training Program preferred. Certification as a Planner by the American Institute of Certified Planners is desirable. Valid Motor Vehicle Operator'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 frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms, drive; get in and out of vehicles; tolerate exposure to weather and environmental allergens; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

## **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 weather conditions. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; and risk of electrical shock. The noise level in the work environment is usually moderate.

## **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: **Executive Assistant OPDS**  
Department: Office of Planning and Development Services  
Reports To: Director of Planning and Development Services  
FLSA Status: Salaried/Exempt  
Union/Pay Grade: Non-Union/Salary Level 6  
Prepared By: HR  
Prepared Date: September 2016  
Approved By: Town Council  
Approved Date:

**CLASSIFICATION OVERVIEW**

Under the direction of the Director of Planning and Development Services, this position is responsible for the project management and operational support of the OPDS. Provides assistance with personnel record management, assists department management team with the supervision of other administrative staff, and is the principal administrative assistant to the Director. This work involves the day-to-day coordination of services in the OPDS and coordination and assignment of work of the clerical staff. Responsible for administrative and management projects, as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The essential functions or duties described 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(s) 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.

Provides administrative assistance to the Director of Planning and Development in the effective direction of operations in the office inclusive of screening calls, visitors, communications and mail. Serves as the liaison between the Director and other departments. Plans conferences and meetings, makes travel arrangements. Plans and maintains appointment schedules, handles confidential matters and conveys the Director's directives and instructions to division heads and other staff. Coordinates special projects and activities. Assists with departmental personnel matters and maintains confidentiality on all such matters. Provides administrative support to the department divisions as needed.

Assists the department's management team in the assignment, supervision and oversight of work to all clerical staff. Coordinates clerical and financial record keeping activities of the office to assure accuracy and compliance with town and state policies and procedures; oversees project accounting, tracking of purchase requests/orders, cash/budget control and determines the need for fund transfers making recommendations to Director. Manages financial records and produces state and federal reports for complex special projects. Reviews major reports, contracts and schedules for accuracy and completeness. Conducts audits as needed. Processes payroll records to assure proper coding and completeness. Assists and works in close coordination with the Director in the preparation of the departmental budget. Plays a substantial role in the coordination and development of the Capital Improvement Program, under the direction of the Assistant Director. Enters annual budget into automated system. Provides budget management information to divisions as needed.

Drafts or composes correspondence, memoranda and routine reports. Creates and manages complex spread sheets and data bases. Formulates procedures for systematic retention, protection, retrieval, transfer, and disposal of records and acts as the custodian of all office records. Provides information to the public, state and municipal agencies, composes and types correspondence.

Receives and records fees. Ensures personnel action forms and evaluations are completed in a timely manner. Develops and maintains confidential and complex records and files. Trains new staff on department/division administrative procedures.

Prepares agendas and agenda packets for various Boards and Commission meetings. Attends evening meetings, recording and creating minutes or transcripts, and follow through on proper processes and procedures for Commission activities. Drafts resolutions, and major reports, review same for accuracy and completeness. Provides research and furnishes information on general administration and department policies and processes.

Manages the office and establishes office systems and procedures. Evaluates, implements and revises office procedures and recordkeeping systems and devises new forms to improve efficiency of work flow. Reviews maintenance of office equipment, orders supplies, equipment and furniture. Develops and maintains department metrics.

Communicates and coordinates effectively with divisions within the department.

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

### **ADDITIONAL DUTIES AND RESPONSIBILITIES**

As necessary, coordinates activities with other administrative staff of the Director and assists them as required. The incumbent will be involved with extensive public and interpersonal contact and the handling of sensitive matters. Much of the work is performed independently under general supervision. Work is subject to review through regular conferences and observations of results.

### **QUALIFICATIONS**

Eight or more year's progressively responsible business experience in administrative operations. Experience/exposure to governmental/municipal business settings, highly desirable. Graduation from high school with an additional two-year business/secretarial curriculum preferred. General accounting skills required. Considerable knowledge of modern office equipment. Requires proficient computer skills and in-depth knowledge of software including MS Office Suite and relevant programs such as Pentamation. Must have sound verbal, written and communication skills. Ability to create accurate correspondence, memoranda and reports. Must be well organized and able to effectively prioritize; must possess strong administrative and coordinative skills; must be efficient, accurate and attentive to detail, while meeting deadlines and managing multiple projects for multiple divisions, in a timely manner. Ability to plan, layout and coordinate the work of others. Must be able to work discreetly and keep confidential information on personnel and other projects. Ability to establish and maintain effective working relationships with Town Officials, employees and the public.

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

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess and maintain a valid Motor Vehicle Operator'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 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, color vision, peripheral vision, and depth perception.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and 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 frequently 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.