



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 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, October 21, 2014

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

2014-0282 Approval of Minutes (Town Council) Resolution - Consent

RESOLUTION ACCEPTING TOWN COUNCIL MINUTES

RESOLVED, that the minutes of the Town Council meeting of October 7, 2014 are hereby accepted and approved.

b. Administrative Items

2014-0276 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:

Mary K. Smith - \$14.99 - Library Miscellaneous

Mystic Photography Group - \$25.00 - Library Miscellaneous

c. Deletions from the Town Council Referral List

2013-0156 Town Manager Annual Evaluation (2013) Referral

2014-0155 Town Manager Annual Evaluation (2014) Referral

2014-0198 Noank School Public Gardens - Update Referral

2014-0265	Supportive Housing Program Grant	Referral
2014-0274	Assistant Animal Control Officer Position	Referral
2014-0277	Local Prevention Council Grant for Ledge Light Health District	Referral
2014-0278	Poquonnock Plains Park Temporary Lighting	Referral
2014-0279	Appointment of Members to Noank School Public Gardens Task Force/Committee	Referral
2014-0280	Office Technician Job Description	Referral
2014-0281	Port Security Grant	Referral

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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

2013-0156	Town Manager Annual Evaluation (2013)	Referral
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TOWN MANAGER ANNUAL EVALUATION

Legislative History

6/5/2013	Mayor	Referred	Town Council Committee of
6/11/2013	Town Council Committee of the Whole	Motion	
<i>to enter executive session at 8:46 p.m. to discussion 2013-0156 Town Manager Annual Evaluation and to invite Town Manager Mark Oefinger to attend</i>			
6/11/2013	Town Council Committee of the Whole	Discussed	
<i>The executive session concluded at 9:25 p.m.</i>			
5/13/2014	Town Council Committee of the Whole	Discussed	
<i>Councilor Watson stated the Council should have a discussion about what process to use to evaluate the Town Manager. He asked that the evaluation form previously used be distributed to the Council. A discussion of the process was scheduled for the May 27th Committee of the Whole meeting.</i>			
5/27/2014	Town Council Committee of the Whole	Motion	

2014-0155 Town Manager Annual Evaluation (2014) Referral**RESOLUTION ADOPTING THE TOWN MANAGER'S COMPENSATION**

WHEREAS, the Town Council is required to review the performance of the Town Manager on an annual basis, and

WHEREAS, Town Councilors have reviewed the performance of Town Manager Mark R. Oefinger for the periods of July 1, 2012 through June 30, 2013 and July 1, 2013 through June 30, 2014, and

WHEREAS, the evaluation for the period July 1, 2012 through June 30, 2013 was undertaken by Councilors who were serving on the Town Council during that evaluation period (Mayor Schmidt and Councilors Flax, Somers, Peruzzotti, and Watson), and

WHEREAS, the evaluation for the period July 1, 2013 through June 30, 2014 was undertaken by all members of the current Town Council, and

WHEREAS, the Town Manager's overall performance for July 1, 2012 through June 30, 2013 was rated as exceeds expectations (4.44 out of 5), and

WHEREAS the Town Manager's overall performance for July 1, 2013 through June 30, 2014 was rated as meets expectations (3.9 out of 5), and

WHEREAS, the Town Manager has not received (FYE 08 and FYE 10) nor accepted (FYE 11) a salary increase in three out of the last five previous evaluation periods, and

WHEREAS, non-union personnel were budgeted to receive a 2.5% increase in FYE 14 and a 2.0% increase in FYE 15, now therefore be it

RESOLVED, that the Town Manager shall receive a 2.5% salary increase retroactive to July 1, 2013 and a 2.0% increase retroactive to July 1, 2014.

Legislative History

5/6/2014	Mayor	Referred	Town Council Committee of th
7/22/2014	Town Council Committee of the Whole	Motion	
<i>to enter executive session at 9:12 p.m. to discuss 2014-0155 Town Manager Annual Evaluation (2014)</i>			
7/22/2014	Town Council Committee of the Whole	Discussed	
<i>The executive session concluded at 10:20 p.m.</i>			
8/19/2014	Town Council Committee of the Whole	Not Discussed	
8/26/2014	Town Council Committee of the Whole	Not Discussed	
9/9/2014	Town Council Committee of the Whole	Motion	
<i>to go into executive session at 8:47 p.m. to discuss #2014-0155 Town Manager Annual Evaluation (2014) and to invite the Town Manager to attend</i>			
9/9/2014	Town Council Committee of the Whole	Discussed	
<i>The executive session ended at 10:05 p.m.</i>			
<i>Limited discussion then took place concerning the Town Manager's evaluation.</i>			

- 9/23/2014 **Town Council Committee of the Whole** **Not Discussed**
- 10/7/2014 **Town Council Committee of the Whole** **Not Discussed**
- 10/14/2014 **Town Council Committee of the Whole** **Recommended for a Resolution**

2014-0198 Noank School Public Gardens - Update Referral

RESOLUTION ESTABLISHING THE NOANK SCHOOL PUBLIC GARDENS TASK FORCE
 WHEREAS, the Town Council established the Noank School Reuse Task Force in May 2008 to determine the statutory and other limitations on the Noank School property; inventory community needs that could be accommodated at the Noank School; make a recommendation as to whether or not the property should be permanently disposed of as surplus or reused to meet other public needs or leased to an outside concern; and recommend a plan to solicit reuse proposals for Town Council review; and

WHEREAS, at its meeting on November 1, 2011 the Town Council endorsed two of the three recommendations in the final report of the Task Force, specifically 1) The Noank School property remain publicly owned; and 2) As a publicly owned property the Noank Fire District be given a six month time frame to present a plan for the school and property, and

WHEREAS, the Town Council ultimately rejected the Noank Fire District's Noank School Reuse Committee reuse proposal, and reconfirmed their desire that the former Noank School property remain publicly owned and not be sold for private development purposes, and

WHEREAS, the Town Council has had ongoing discussions with members of the Noank School Public Gardens Group to establish public gardens on the former Noank School site, voting at first to enter into a lease and then a Memorandum of Understanding with the group, and

WHEREAS, the Town Council members of the Noank School Public Gardens group and Town staff have had follow up discussions and are now of the opinion that leasing the property is not a viable alternative for the Noank School Public Gardens, and

WHEREAS, the Town Council is now of the opinion that the establishment of a Noank School Public Gardens Task Force to oversee Town-sanctioned public gardens on the former Noank Elementary School property is the most appropriate way to move the project forward, now therefore be it

RESOLVED, that the Town Council establishes the Noank School Public Gardens Task Force in accordance with the attached Guiding Document dated October 21, 2014.

Legislative History

- 6/30/2014 **Mayor** **Referred** **Town Council Committee of th**
- 7/8/2014 **Town Council Committee of the Whole** **Discussed**

Town Manager Oefinger noted that the Town Council previously received the Planning Commission's comments on the CGS Section 8-24 referral electronically. The Town Manager has had a number of discussions with representatives of the Noank School Community Gardens and it has been determined that a Memorandum of Understanding (MOU), rather than a lease, would be sufficient. In order for the Town to enter into an MOU, it must be with an organized entity, which the group is not. The MOU will ultimately identify what the group is doing and the timeframe.

Councilor Somers suggested a motion to keep the Noank school property in the public domain and in the hands of the Town of Groton, and to create a Noank Public Gardens Commission to be made up of five to seven members (appointed by the Mayor) to oversee the public gardens, fundraise, and obtain donations through the Town. The commission would be comprised of representatives from different parts of the community. This would take the burden off of the Noank School Community Gardens group and give them the opportunity to

start the garden to see if there is public support.

Councilor Frink feels the Town should sell the property and let Noank zoning and new owners determine what to do with it. The Planning Commission recommendation is not based on a lease, but on the land use.

Councilor Cerf expressed support for Councilor Somers' proposal, noting the garden is not a permanent use. If it is not successful after three years, the property can be sold.

Councilor de la Cruz feels there should be a formal lease for the property because of the size of the operation and the need to protect the Town.

Discussion followed on retention versus sale of the property. Mayor Schmidt noted it was only recently discovered that the property does not have to be used for education.

Councilor Moravsik noted that the group made presentations over a number of months indicating that they would organize and enter into a lease agreement. The Planning Commission is knowledgeable about land use and they cannot support a garden use on the property. He expressed support for selling the property.

Councilor Flax agreed that a community garden could be located anywhere, but the issue with selling the land is getting something through Noank zoning. A community survey indicated that people did not want the property sold and subdivided.

Mayor Schmidt suggested putting the discussion on hold until more information is available on the MOU. The Town Manager explained that the action taken to enter into a lease was premature. Under an MOU, the project will be much smaller. He suggested that the Council decide whether to keep or sell the property since the neighborhood is waiting to see what will happen. An MOU would provide authorization to do something on the property within the context of it continuing to remain a public facility, which is more appropriate. The Town Manager suggested that it is premature to set up a form of governance for the property.

Councilor Cerf read an excerpt from a 1948 newspaper article regarding the Noank School. The property was taken by eminent domain and it should remain public. Mayor Schmidt suggested that the site's history is not the subject of this discussion and she asked Councilor Cerf to stop speaking to the point, which Councilor Cerf did not.

7/8/2014 Town Council Committee of Motion
the Whole
to censure Councilor Cerf

7/8/2014 Town Council Committee of Motion
the Whole
to go forward and ask the Town Manager to work on an MOU for gardens on the Noank School property and to report back to the Town Council on the progress

7/8/2014 Town Council Committee of Motion
the Whole
to reaffirm keeping the Noank School property in the public domain.

Town Manager Oefinger indicated he would look into the vote in light of the Planning Commission's action

9/23/2014 Town Council Committee of Discussed
the Whole

Town Manager Oefinger shared two e-mails that he has received from Clint Wright and noted that he is trying to schedule a meeting with Robert Palm. Recent discussions have focused on setting up a committee to develop a periodic work program for the site to be approved by the Town Council. The deadline for the group to present to the Town Council is October 8th. Discussion followed on establishing a "governance committee" and what the committee's tasks would be.

A motion was made by Councilor Cerf to set up a governance committee. There was no second.

The Town Manager explained that the governance issue must be addressed in the Memorandum of Understanding. Councilor Frink noted that the property is zoned R-20 and there are no special conditions required except a public hearing for a subdivision. Noank zoning must approve the plan for the garden and a special permit is required to bring in over 10 cubic yards of materials. Councilor de la Cruz expressed concern

with aspects of the proposal such as using seaweed as compost. It was suggested that no decisions be made until the group makes its presentation to the Council.

**10/7/2014 Town Council Committee of Discussed
the Whole**

Robert Palm of the Noank School Public Gardens group noted that he has met with the Town Manager and Town Attorney and the draft Memorandum of Understanding (MOU) reflects the group's vision for the property. Mr. Palm assured Councilors that the group is ready to go and fully committed to the project.

Mayor Schmidt asked if the Town will be required to carry additional liability insurance on the property. The Town Manager noted that this is a Town operation and therefore the Town will be liable, but he does not anticipate any change in the cost of insurance. The MOU suggests the formation of an advisory committee that will oversee the gardens on the property. Discussion followed on who would make the appointments and whether or not the committee would be a permanent ABC (agencies, boards, and commissions as outlined in the Town's guidebook). The proposed year by year extension of the MOU and the need to identify an annual work plan, the first year of which is included in the draft MOU, were noted. Town Manager Oefinger stated that the oil tank removal, asbestos abatement, and building demolition will happen in late November or early December. Discussion followed on creation of the committee.

Mr. Palm noted that the group would like to have an event before winter that would include a string layout of the gardens that can be removed so it does not interfere with the demolition of the school.

Councilor Frink noted the requirement that the committee meet FOI requirements. He also recommended that the group review their plans with the Noank Zoning Enforcement Officer.

Discussion followed on the need for a formal MOU since it would, in effect, be the Town creating an agreement with itself. Additional discussion took place on creation of the committee and the timing of appointments. The Town Manager explained the process to establish a committee and the need for the Council to agree to the process. Mr. Palm noted that there are many people who have committed to being on an advisory board in addition to 75 people willing to be part of a volunteer gardening group.

The Town Manager recommended that the Town Council adopt a resolution establishing a committee using the guidelines from the MOU. The consensus was that the Town Council would make the first round of appointments. A draft resolution will be prepared for consideration at the next Committee of the Whole meeting.

**10/14/2014 Town Council Committee of Recommended for a
the Whole Resolution**

**10/14/2014 Town Council Committee of Motion
the Whole**

2014-0279 Appointment of Members to Noank School Public Gardens Task Force/Committee Referral

APPOINTMENT OF MEMBERS TO NOANK SCHOOL PUBLIC GARDENS TASK FORCE
WHEREAS, the Town Council has established the Noank School Public Gardens Task Force to oversee and manage the day-to-day functions of the Town-sanctioned public gardens at the former Noank School property, and

WHEREAS, a number of interested and qualified individuals have volunteered to serve on the Task Force, now therefore be it

RESOLVED, that the Town Council hereby appoints the following individuals to the Noank School Public Gardens Task Force:

Robert Palm, 108 Prospect Hill Road
Clint Wright, 24 Westview Avenue
Ernest Koschmieder, 377 Benham Road
Ray Johnson, 85 Prospect Hill Road
Leslie Evans, 45 Latham Street
Elisa Coppelman, 6 High Street

Robert Occhialini, 49 Prospect Hill Road

Legislative History

10/10/2014	Mayor	Referred	Town Council Committee of th
10/14/2014	Town Council Committee of the Whole	Discussed	
10/14/2014	Town Council Committee of the Whole	Recommended for a Resolution	

2014-0265 Supportive Housing Program Grant Referral

RESOLUTION APPROVING TVCCA/HUD SUPPORTIVE HOUSING PROGRAM GRANT

WHEREAS, homelessness is being addressed on several fronts by numerous programs but remains an ongoing problem for Groton and neighboring communities, and

WHEREAS, homeless persons with disabilities and homeless families in which at least one member is disabled require extensive counseling, support and case management services, and

WHEREAS, the Supportive Housing Program, operated by Thames Valley Council for Community Action, Inc. (TVCCA) as the grantee of record with the Federal Department of Housing and Urban Development, provides funding to enable agencies and municipalities to provide counseling, support and case management services via participation in the Housing Collaborative Network, now therefore be it

RESOLVED, that the Town Council authorizes the Town Manager, Mark R. Oefinger, to enter into an agreement with TVCCA to accept grant funding in the amount of \$9,000 (or such an amount to be specified) to conduct a Supportive Housing Program in Groton via Groton Human Services for the period of February 1, 2015 through January 31, 2016 and to utilize said funding to supplant a portion of the salaries and related fringe benefits of selected Groton Human Services staff, who shall provide counseling, support and case management services to the specified Groton client population via participation in the Housing Collaborative Network.

Legislative History

9/23/2014	Mayor	Referred	Town Council Committee of th
10/14/2014	Town Council Committee of the Whole	Recommended for a Resolution	

2014-0274 Assistant Animal Control Officer Position Referral

RESOLUTION AUTHORIZING A FULL-TIME ASSISTANT ANIMAL CONTROL OFFICER

WHEREAS, for the past few years the Town has been staffing the Animal Control Facility with one full-time Animal Control Officer and three part-time Assistant Animal Control Officers, and

WHEREAS, the Town has had difficulties retaining part-time Assistant Animal Control Officers because they leave for full-time positions in neighboring towns after receiving state-mandated training in Groton, and

WHEREAS, these departures have left the Town with a severe shortage of personnel to perform the required tasks associated with animal control requiring the use of patrol officers at times, and

WHEREAS, the Acting Chief of Police has recommended that two of the three part-time Assistant Animal Control Officer positions be combined into one full-time Assistant Animal Control Officer, and

WHEREAS, it is anticipated that the pay differential between the two part-time positions and the one full-time position can be covered in FYE 2015 by savings associated with vacant positions, now

therefore be it

RESOLVED, that the Town Council authorizes a full-time Assistant Animal Control Officer in the Police Department in lieu of two part-time Assistant Animal Control Officer positions.

Legislative History

10/1/2014	Mayor	Referred	Town Council Committee of th
10/14/2014	Town Council Committee of the Whole	Discussed	
10/14/2014	Town Council Committee of the Whole	Recommended for a Resolution	

2014-0277 Local Prevention Council Grant for Ledge Light Health District Referral

RESOLUTION AUTHORIZING THE TOWN MANAGER TO SIGN A LOCAL PREVENTION COUNCIL GRANT FOR THE LEDGE LIGHT HEALTH DISTRICT

WHEREAS, the Ledge Light Health District can apply for a Local Prevention Council grant in the amount of \$5,675, and

WHEREAS, grant funds will be used by the Groton Alcohol and Substance Abuse Prevention (GASP) Coalition for programs designed to reduce the abuse of alcohol, tobacco, marijuana and prescription drugs in the Town of Groton, now therefore be it

RESOLVED, that the Town Council authorizes Town Manager Mark R. Oefinger to sign the Local Prevention Council Grant Application in the amount of \$5,675 for Ledge Light Health District.

Legislative History

10/8/2014	Mayor	Referred	Town Council Committee of th
10/14/2014	Town Council Committee of the Whole	Recommended for a Resolution	

2014-0278 Poquonnock Plains Park Temporary Lighting Referral

RESOLUTION AUTHORIZING THE USE OF TEMPORARY LIGHTING AT POQUONNOCK PLAINS PARK FOR THE SOUTHERN NEW ENGLAND YOUTH FOOTBALL CONFERENCE SUPER BOWL GAMES

WHEREAS, the Groton Mystic Falcons Youth Football League (GMFYFL) is hosting the Southern New England Youth Football Conference (SNEYFC) Super Bowl games on Sunday, November 16, 2014 at Poquonnock Plains Park, and

WHEREAS, a typical SNEYFC Super Bowl schedule has games that start at 10:00 a.m. and run to approximately 6:00 p.m. with the possibility that overtime, other circumstances, or schedule changes may cause the games to run as late as 8:00 p.m., and

WHEREAS, sunset occurs at 4:30 p.m. on November 16th and lighting will be needed to complete the last game(s) of the day, now therefore be it

RESOLVED, that the Town Council authorizes the use of temporary lighting at Poquonnock Plains Park on November 16, 2014 for the SNEYFC Super Bowl games, and be it further

RESOLVED, that property owners abutting Poquonnock Plains Park will be notified about the event and use of lights by the GMFYFL.

Legislative History

10/9/2014	Mayor	Referred	Town Council Committee of th
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10/14/2014 Town Council Committee of the Whole Discussed

10/14/2014 Town Council Committee of the Whole Recommended for a Resolution

2014-0280 Office Technician Job Description Referral

RESOLUTION APPROVING REVISED OFFICE TECHNICIAN JOB DESCRIPTION

WHEREAS, the retirement of a PC/Network Support Specialist I provided an opportunity to review the organizational needs of the Information Technology division, and

WHEREAS, the Manager of Information Technology has determined that an Office Technician would better address the division's needs, and

WHEREAS, the Office Technician job description has been updated so that the duties, responsibilities, and qualifications align with the anticipated needs of the Information Technology division, now therefore be it

RESOLVED, that the Town Council approves the job description for Office Technician as attached.

Legislative History

10/14/2014 Town Council Committee of the Whole Recommended for a Resolution

2014-0281 Port Security Grant Referral

RESOLUTION AUTHORIZING APPLICATION FOR A PORT SECURITY GRANT FOR MARINE PATROL VESSEL MAINTENANCE

WHEREAS, the Port Security Grant Program (PSGP) makes grant funding available to law enforcement agencies to support enforcement/homeland security operations, and

WHEREAS, a grant would be used to fund the proper maintenance of the Group II, Port of New London Marine Group patrol/fire suppression vessels, now therefore be it

RESOLVED, that the Town Manager or his designated agent may apply for the Port Security Grant of \$25,000 for maintenance of the Group II, Port of New London Marine Group patrol/fire suppression vessels.

Legislative History

10/10/2014 Mayor Referred Town Council Committee of th

10/14/2014 Town Council Committee of the Whole Discussed

10/14/2014 Town Council Committee of the Whole Recommended for a Resolution

X. OTHER BUSINESS

XI. ADJOURNMENT

NOANK SCHOOL PUBLIC GARDENS TASK FORCE GUIDING DOCUMENT

GENERAL:

The former Noank Elementary School property (“Site”) is comprised of approximately six acres of land. The Town Council’s current desire is that the Site remains publicly owned and not be sold for development purposes.

PURPOSE:

The purpose of the Noank School Public Gardens Task Force is to provide oversight and manage the day-to-day functions of Town sanctioned public gardens on the Site. The Task Force promotes the educational, cultural, and general welfare of the public through public gardens initiatives such as collaborating with Fitch High School and Grasso Tech to offer educational opportunities related to gardening for students.

The Site will remain open to, and is envisioned as a gathering spot for, the public, provided the Task Force may charge a fee to individuals who desire to rent individual gardening plots at the Site within an approximately two acre community garden to be located at the Site.

WORK PLAN/SCOPE/RESPONSIBILITIES:

Prior to January 1, 2016, the Task Force shall submit a work plan for the Site to the Town Council for approval, and thereafter on an annual basis. The work plan shall continue on an annual basis at the discretion of the Town Council.

The Task Force shall ensure that all applicable laws are complied with related to the public gardens at the Site, including but not limited to Noank zoning laws. The Task Force shall not permit public gardens activities to be carried out at the Site during the Town’s demolition of the school building on the Site. The Town will continue to maintain insurance on the Site, shall provide a water source to the Site, and will perform general maintenance at the Site (e.g., lawn mowing) in accordance with its normal customs and schedules, except that the Task Force shall perform all maintenance related to the public gardens. The Task Force shall practice sound organic principles to the fullest extent possible in connection with the public gardens. The gardens will be open from dawn to dusk. The public gardens shall be cost neutral to the Town.

REPORTING:

Unless otherwise directed by the Town Council, the Task Force shall provide the Town Council, through the Town Manager’s office, with written reports on a quarterly basis as to the progress of the work plan and any other noteworthy circumstances that have arisen outside the work plan related to the public gardens of which the Town Council should be apprised. In addition to the quarterly reports, the Task Force or representatives thereof shall update the Town Council on a semiannual basis in person as to

the same matters. The Task Force shall seek the Town Council's approval before engaging in any major activities on the Site outside the scope of the work plan. The Task Force may devise a membership system with respect to the public gardens, and may accept donations, engage in fundraising and/or sell gardening plots within the community garden at the Site, all proceeds of which shall be deposited into a special Noank Public Gardens fund with the Town and managed by the Task Force solely for utilization in carrying out the Purpose set forth above unless otherwise approved by the Town Council.

The Town Council hereby approves the following tentative work plan for the first year of the public gardens (through December 31, 2015):

- Establishment of a vegetable garden and orchard within the six (6) acre confines of the Site, as well as various green "rooms" within a two (2) acre community garden within the Site, in area(s) designated for such on the attached diagram. The expectation is to have a third of the property improved by 2016, half by 2017, and all programs underway by 2018;
- Fall 2014 kickoff event – layout of community garden;
- Late Fall/Winter 2014 - Plowing/community kick-off event [contingent on demolition of school being completed];
- Meeting with school superintendent, Grasso and Fitch principals: Before Thanksgiving break, 2014;
- Scrap metal fund-raising: January to March, 2014;
- Early crop planting, March 2015;
- Fruit tree planting: 20 trees by May, 2015;
- March, 2015: negotiate with Allied Tree and other companies to provide mulch, seaweed, oyster shells (Noank Oyster Co-op.);
- Fall 2015: Harvest fair/fundraiser to acquire outbuilding for storage, subject to Noank Zoning approval.

TOWN OF GROTON
Job Description

Job Title: **Office Technician**
Department: Town Manager
Reports to: Manager, Information Technology
FLSA Status: Hourly/Non-Exempt
Union/Pay Grade: GMEA/Level 6
Prepared By: H.R. Department
Prepared Date: December 5, 2001
Approved By: Town Council
Approved Date: December 11, 2001
Revision Date: October 2014

POSITION OVERVIEW

Under the direction of the Manager of Information Technology Services, provides technical and administrative support for the Information Technology division. Has responsibility for maintaining the daily Town Web site updates/posting. Other tasks include some database analysis, developing training materials, performing the nightly network backup operations, maintaining of multiple tracking/inventory databases. Administrative tasks include but not limited to the processing of invoices, check requests, purchase orders, purchasing supplies and equipment.

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.

Provides help-desk support for workstation based applications locally and remotely via network interface. Assists in the design and administration of the town's computer training programs. Maintains the town's web site applying daily updates as necessary. Follows up on service ticket calls insuring for effective and timely delivery of service.

Prepares and distributes instructional documentation for network/workstation users and monitors network security procedures consistent with existing mainframe/server security. Schedules the nightly network backup operation. Maintains inventory supplies for Information Technology. Maintains multiple tracking and inventory databases for the department. Prepares specific and general reports as required. Performs general maintenance tasks; troubleshooting issues with of new and existing computer systems, peripheral equipment and general printer repairs located throughout the organization. Compiling and tracking data for monthly status reports. Proofreads materials for accuracy, completeness, compliance with departmental policies, formatting and correct English usage, including grammar, punctuation and spelling.

Analyzes, organizes and evaluates office operations and procedures, flow of correspondence, supply requisition and billing for the most efficient and effective work flow and timely delivery of service to the customer. May perform clerical accounting work of some complexity.

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.

QUALIFICATIONS

The skills and knowledge required would generally be acquired with an Associates Degree in Computer Science or related field with 3 – 5 years of progressively responsible administrative work. A combination of education and experience that demonstrates the ability to perform the responsibilities of this position may be considered in lieu of the stated education and experience requirements. Must possess strong organizational, writing, communication and verbal skills. Experience with Windows, Word, Excel, PowerPoint and troubleshooting workstations and printers is required. Working knowledge of Access, HTML, SQL, ASP and ASP.Net is desired, but not mandatory.

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

LICENSES AND CERTIFICATIONS

Must possess a 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 function 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, and use hands to finger, feel, handle and reach. 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.

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 routinely 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.