



# 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 Harry A. Watson, Councilors Peter J. Bartinik, Jr., Heather Sherman Bond, Catherine Kolnaski, Frank O'Beirne, Jr., Rita M. Schmidt, John F. Scott, Paulann H. Sheets, and James L. Streeter.*

Tuesday, February 06, 2007

7:30 PM

Town Hall Annex - Community Room 1

### REGULAR MEETING

#### I. ROLL CALL

#### II. SALUTE TO THE FLAG

#### III. RECOGNITION, AWARDS & MEMORIALS

2007-0019 Proclamation Honoring John R. Murphy Jr.

Proclamation - TC

#### PUBLIC HEARING

Recess for Public Hearing to Solicit Comments Prior to Preparation of the Proposed FYE 2008 Budget

#### IV. 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 ten 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

2007-0021 Approval of Minutes (Town Council)

Resolution - Consent

RESOLUTION ACCEPTING TOWN COUNCIL MINUTES

RESOLVED, that the minutes of the Town Council meeting of January 16, 2007 are hereby accepted and approved.

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

2006-0080 Review of SCCOG Items by Town Council

Referral

2006-0287 Moratorium on Active Senior Housing Developments

Referral

2006-0307 FYE 2006 CAFR

Referral

2007-0012 Homeland Security Commercial Equipment Direct Assistance (CEDA) Program Grant

Referral

2007-0018 Job Description for Mail Courier - Finance Department

Referral

**Review of Attached Referral List for Additional Deletions****c. Special Trust Fund Contributions****2007-0016 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:

Various Donations - \$428.38 - Groton Utilities Energy Assistance Program  
Connecticut Elks Association - \$265.00 - Social Services Discretionary  
David and Jean Evans - \$150.00 - Social Services Discretionary  
Groton Senior Citizens Club - \$250.00 - Social Services Discretionary  
Robert and Renate Schneider - \$25.00 - Social Services Discretionary  
Jean Simpson - \$30.00 - Social Services Discretionary  
Lenny Winkler - \$1,000.00 - Social Services Discretionary  
United Way of Southeastern Connecticut - \$221.00 - Parks and Recreation Revolving  
Groton Lions Club - \$1,000.00 - Parks and Recreation Revolving  
Mr. and Mrs. Wyatt Garfield in memory of Frank Cashman - \$100.00 - Library Discretionary  
Charles L. Carroll - \$1,000.00 - Parks and Recreation Revolving  
Various donations - \$815.00 - Groton Utilities Energy Assistance Program (GAP)  
John A. Copeland, Jr. - \$150.00 - Parks and Recreation Revolving  
Eastern Connecticut Association of Realtors, Inc. - \$500.00 - Parks and Recreation Revolving  
Karen Cartier - \$20.00 - Parks and Recreation Revolving  
Martha Rebmann - \$25.00 - in memory of Frank J. Cashman  
Jack and Jane Unkles - \$50.00 - in memory of Frank J. Cashman  
Mr. & Mrs. John Wright - \$50.00 - in memory of Frank J. Cashman  
Janet Dahill - \$25.00 - in memory of Frank J. Cashman  
Ron & Carlene Bush - \$50.00 - in memory of Frank J. Cashman  
Orchardo Family - \$100.00 - In Memory of Frank and Madeline Cashman

**VII. COMMUNICATION REPORTS (Other than Committee Reports)**

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

**VIII. COMMITTEE REPORTS**

- a. Community & Cultural Development - Chairman O'Beirne**
- b. Economic Development - Chairman Bond**
- c. Education/Health & Social Services - Chairman Kolnaski**
- d. Environment & Recreation - Chairman Sheets**
- e. Finance**
- f. Personnel/Appointments/Rules - Chairman Scott**
- g. Public Safety - Chairman Streeter**

**h. Public Works - Chairman Bartinik**

**i. Committee of the Whole - Mayor Watson**

**IX. UNFINISHED BUSINESS**

**X. NEW BUSINESS**

**2006-0307 FYE 2006 CAFR**

**Referral**

**RESOLUTION ACCEPTING THE FYE 2006 AUDIT REPORT**

WHEREAS, the Town Council has considered the annual audit of the Town's finances, covering the fiscal year from July 1, 2005 through June 30, 2006, and

WHEREAS, the Council has discussed the audit findings with the manager of the audit team from the firm of Blum Shapiro, now therefore be it

RESOLVED, that the Town of Groton accepts and files the FYE 2006 CAFR (Comprehensive Annual Financial Report), the Auditor's Report and Management Letter.

Legislative History

<b>12/7/2006</b>	<b>Mayor</b>	<b>Referred</b>	<b>Town Council Committee of the W</b>
<b>1/23/2007</b>	<b>Town Council Committee of the Whole</b>	<b>Discussed</b>	

*Sal Pandolfo, Director of Finance, noted this is an annual presentation of the Certified Annual Financial Report (CAFR). The audit and document are completed by December 31st of each year. The CAFR gives readers a perspective on what happened financially in the Town and is also used by bond rating agencies.*

*Vanessa Rositto of Blum Shapiro highlighted areas of the document starting with the introductory letter written by the Director of Finance. Periodically, she also expanded her explanations to address questions raised by Councilor O'Beirne.*

*The Town of Groton has received the GFOA Certificate of Achievement in Financial Reporting for 12 years. Ms. Rositto noted that the Town was given an unqualified clean opinion by Blum Shapiro, which is the highest rating that can be received. The MD&A provides an overview of the year's transactions. Financial statements are based on GASB 34 (accrual basis) reporting and present all assets and liabilities of the Town including capital assets, infrastructure, and Town debt. The statements do not include any fiduciary funds. There is a statement of expenses and revenues by major funds. The fund balance is \$11.4 million or 8.8% of the General Fund, which exceeds the 7.25% goal. The adjustments statement shows adjustments made to get from the modified accrual basis to the accrual basis. Revenues and expenditures are shown on another statement on a fund basis for the three major funds. Another statement shows the original adopted budget and the final budget. Internal service funds for the Town of Groton are shown in a separate statement. Ms. Rositto also noted the statement on the fiduciary funds of the Town of Groton. A significant portion of the report consists of notes to the financial statements.*

*There is a comparative balance sheet of the General Fund followed by a more detailed General Fund budget, showing revenues and expenditures. Non-major governmental funds are shown in more detail on a separate statement as are the internal service funds.*

*The next portion of the report covers the fiduciary funds of the Town, and schedules mandated by the State of Connecticut. The last section in the CAFR is the statistical section, prepared in accordance with GASB 44, broken into five categories.*

*Ms. Rositto noted the management letter from Blum Shapiro. Discussion followed on IT/security review and Ms. Rositto explained that the letter makes suggestions only.*

*Discussion followed on education funds, surety bond monies received from developers, and cafeteria fund balance.*

<b>1/23/2007</b>	<b>Town Council Committee of the Whole</b>	<b>Recommended for a Resolution</b>
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**2007-0012 Homeland Security Commercial Equipment Direct Assistance (CEDA) Program Grant Referral**

RESOLUTION AUTHORIZING A GRANT APPLICATION FOR HOMELAND SECURITY COMMERCIAL ASSISTANCE

WHEREAS, the Homeland Security Commercial Equipment Direct Assistance grants provide funds for public safety and police departments to purchase equipment for critical incident management related to terrorism as well as routine hazardous missions, and

WHEREAS, the Groton Town Police plan to use a grant to purchase a thermal imager that would assist officers in the detection of suspects or victims in areas of low or no lighting and to locate victims of disasters, now therefore be it

RESOLVED, that the Town Manager may apply for a Homeland Security grant of \$17,034.24 for Fiscal Year 2007.

Legislative History

1/5/2007	Mayor	Referred	Town Council Finance Committee
1/17/2007	Mayor	Referred	Town Council Committee of the W
1/23/2007	Town Council Committee of the Whole	Recommended for a Resolution	

**2007-0018 Job Description for Mail Courier - Finance Department Referral**

RESOLUTION APPROVING A JOB DESCRIPTION FOR MAIL COURIER

WHEREAS, the Town Manager has proposed a new job description of Mail Courier, to replace a recently vacated position of Office Assistant I, and

WHEREAS, the job of Mail Courier will be at a lower pay range, now therefore be it

RESOLVED, that the Town Council approves the job description of Mail Courier, dated January, 2007.

Legislative History

1/17/2007	Mayor	Referred	Town Council Committee of the W
1/23/2007	Town Council Committee of the Whole	Discussed	

*Town Manager Oefinger provided background on this job description.*

1/23/2007	Town Council Committee of the Whole	Recommended for a Resolution	
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**XI. OTHER BUSINESS**

**XII. ADJOURNMENT**