



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., Natalie Burfoot Billing, Heather Sherman Bond, Catherine Kolnaski, Frank O'Beirne, Jr., Paulann H. Sheets, Thomas J. Skrmetti, and Elissa T. Wright.

Tuesday, January 18, 2005

7:30 PM

Town Hall Annex - Community Room 1

REGULAR MEETING

I. ROLL CALL

II. SALUTE TO THE FLAG

III. RECOGNITION, AWARDS & MEMORIALS

- | | | |
|-----------|---|-------------------|
| 2005-0013 | Proclamation Honoring Police Chief David N. Vanasse | Proclamation - TC |
| 2005-0014 | Proclamation Recognizing Mentoring Month | Proclamation - TC |

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

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|-----------|------------------------------------|----------------------|
| 2005-0015 | Approval of Minutes (Town Council) | Resolution - Consent |
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RESOLUTION ACCEPTING TOWN COUNCIL MINUTES

RESOLVED, that the minutes of the Town Council of January 4, 2005 are hereby accepted and approved.

b. Deletions from the Town Council Referral List

- | | | |
|-----------|---|----------|
| 2001-0197 | Wastewater Plant Expansion Status | Referral |
| 2003-0228 | Navy Housing Privatization | Referral |
| 2004-0009 | Labor Negotiations (2004 Standing Referral) | Referral |
| 2004-0010 | Pending Litigation (2004 Standing Referral) | Referral |
| 2004-0011 | Legislative Policy (2004 Standing Referral) | Referral |
| 2004-0012 | Town Participation in CCM Lawsuits and Interventions (2004 Standing Referral) | Referral |
| 2004-0155 | Budget Review Process | Referral |

2004-0197	FYE 2005 Budget Recap with RTM	Referral
2004-0198	Joint Meeting with City Council	Referral
2004-0205	Route 1 (New London Road) Sidewalk Issue	Referral
2004-0235	City Secession Initiative	Referral
2004-0307	Authorization for Town Manager to Act on Grant Applications	Referral
2004-0342	Safety Issues at Fitch High School	Referral
2004-0343	Conflict of Interest	Referral
2004-0315	Marine Sewage Disposal Pumpout Boat Grant	Referral
2004-0348	IAAO/ESRI/Trimble Grant	Referral
2005-0010	2005 Expanded DUI Enforcement Program Grant	Referral
2004-0345	Grant for West Side Middle School Gym Floor Replacement	Referral
2004-0347	FYE 2004 CAFR	Referral
2005-0016	Public Presentation on Connecticut Metropatterns	Referral
2005-0017	West Side Gym Floor Replacement Referral to Board of Education	Referral

c. Special Trust Fund Contributions

2005-0009	Special Trust Fund Contributions	Resolution - Consent
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RESOLUTION ACCEPTING CONTRIBUTIONS TO SPECIAL TRUST FUNDS

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

Town Attorney's Office - \$1,000.00 - Social Services Discretionary
 Vicki and Tom Gallant - \$75.00 - Dog Pound
 Various Donations - \$616.81 - Groton Utilities Energy Assistance Program
 Groton Utilities - \$288.87 - Groton Utilities Energy Assistance Program
 Chelsea Groton Savings Bank - \$250.00 - Social Services Discretionary
 Michael Bristol - \$50.00 - Social Services Discretionary
 Rita Driscoll - \$50.00 - Social Services Discretionary
 Mary Kiely - \$50.00 - Social Services Discretionary
 Elaine Kipp - \$50.00 - Social Services Discretionary
 Nancy McKay - \$50.00 - Social Services Discretionary
 Pioneer Hose Co. #1 - \$200.00 - Social Services Discretionary
 Donald and Jean Simpson \$30.00 - Social Services Discretionary
 Voodoo Grill - \$250.00 - Social Services Discretionary
 Janet Downs - \$200.00 - Social Services Discretionary
 Nancy LaCapra - \$50.00 - Social Services Discretionary
 Walter Turkowski - \$25.00 - Social Services Discretionary
 Mystic River Homes - \$150.00 - Social Services Discretionary
 Anonymous - \$100.00 - Social Services Discretionary
 First Church of Christ Congregational - \$100.00 - Social Services Discretionary
 Mildred Jensen - \$50.00 - Social Services Discretionary
 Nancy Giommi - \$50.00 - Social Services Discretionary
 Connecticut Elks Association - \$1,275.00 - Social Services Discretionary
 Robert Schneider - \$25.00 - Social Services Discretionary
 Mystic Medical Group - \$125.00 - Social Services Discretionary
 Groton Public Schools - \$152.00 - Social Services Discretionary
 Wilbur Langdon - \$200.00 - DARE Account

Various Donations - \$90.00 - Groton Utilities Energy Assistance Program

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 Billing**
- b. Economic Development - Chairman Bond**
- c. Education/Health & Social Services - Chairman Kolnaski**
- d. Environment & Recreation - Chairman Sheets**
- e. Finance - Chairman Wright**
- f. Personnel/Appointments/Rules - Chairman O'Beirne**
- g. Public Safety - Chairman Skrmetti**
- h. Public Works - Chairman Bartinik**
- i. Committee of the Whole - Mayor Watson**

IX. UNFINISHED BUSINESS

X. NEW BUSINESS

2004-0315	Marine Sewage Disposal Pumpout Boat Grant	Referral
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RESOLUTION AUTHORIZING AN ANNUAL GRANT TO OPERATE A PUMPOUT BOAT
 RESOLVED, that the resolution previously adopted on December 7, 2004 be amended by removing the RESOLVED statement and substituting the following:

RESOLVED, that it is in the best interests of the Town of Groton to enter into contracts with the Department of Environmental Protection.

In furtherance of this resolution, the Town Manager, Mark R. Oefinger, delegates and duly authorizes the Director of Public Works, Gary J. Schneider, to enter into and sign contracts on behalf of the Town of Groton. The Director of Public Works is further authorized to provide such additional information and execute such other documents as may be required by the state or federal government in connection with said contracts and to execute any amendments, rescissions, and revisions thereto.

The Deputy Town Clerk is authorized to impress the corporate seal of the Town of Groton on any such document, amendment, rescission or revision.

Legislative History

11/4/2004	Mayor	Referred	Town Council Finance Committee
11/23/2004	Town Council Finance Committee	Recommended for a Resolution	

	12/7/2004	Town Council	Deleted from Referral List - Action to be taken	
	12/7/2004	Town Council	Adopted	
	1/4/2005	Mayor	Referred	Town Council Finance Committee
	1/11/2005	Town Council Finance Committee	Recommended for a Resolution	
2004-0348		IAAO/ESRI/Trimble Grant		Referral

RESOLUTION APPROVING A GRANT FOR THE GEOGRAPHIC INFORMATION SYSTEM
WHEREAS, The Town's Finance Department and Information Technology Division need to update their appraisal mapping system and data base so as to better incorporate Geographic Information Systems into their daily work, and

WHEREAS, the Town's web site has been used extensively by the public in connection with computer aided appraisal and other purposes, and

WHEREAS, grants for such purposes are available to members of the International Association of Assessing Officers (IAAO), supported by Trimble Navigation and the Environmental Systems Research Institute, now therefore be it

RESOLVED, that the Town Manager may apply for a grant of \$8,500 as may be available through the above-named organizations.

Legislative History

	12/30/2004	Mayor	Referred	Town Council Finance Committee
	1/11/2005	Town Council Finance Committee	Recommended for a Resolution	
2005-0010		2005 Expanded DUI Enforcement Program Grant		Referral

RESOLUTION APPROVING A GRANT FOR SEASONAL ENFORCEMENT OF DRIVING UNDER INFLUENCE (DUI) LAW

WHEREAS, State and Federal funds are used for enhancing seasonal highway safety programs, with emphasis on enforcement of driving under influence (DUI) laws, and

WHEREAS, the Town of Groton's public safety programs depend greatly on increasing police presence above normal patrols, and also including sobriety check points, and

WHEREAS, the approved budget for the Town of Groton Police includes a provision for 25% matching funds to qualify the Town of Groton for these valuable enhanced DUI patrols, now therefore be it

RESOLVED, that the Town Manager may apply for a 75/25 matching grant for a total seasonal DUI program of \$16,400.

Legislative History

	1/4/2005	Mayor	Referred	Town Council Finance Committee
	1/4/2005	Town Council	Referred	Town Council Finance Committee
	1/11/2005	Town Council Finance Committee	Recommended for a Resolution	
2004-0345		Grant for West Side Middle School Gym Floor Replacement		Referral

RESOLUTION AUTHORIZING THE BOARD OF EDUCATION TO FILE AN APPLICATION

WITH THE STATE FOR A GRANT FOR GYM FLOOR REPLACEMENT AT WEST SIDE MIDDLE SCHOOL

RESOLVED, the Town Council authorizes the Board of Education to file an application with the State Department of Education for a grant to partially offset the cost of replacing the gymnasium floor and associated work at West Side Middle School.

Legislative History

12/21/2004 Mayor Referred Town Council Committee of the W

1/11/2005 Town Council Committee of the Whole Recommended for a Resolution

Wes Greenleaf explained that the floor at the Middle School has failed and is warping. There is asbestos underneath the floor that will have to be addressed. The current cost estimate for the project is \$450,000.

1/11/2005 Town Council Committee of the Whole Motion

to recommend for a resolution.

Mr. Greenleaf noted that seed money to design the project was approved in 2002. The cost of the project was estimated last year at \$300,000, but costs have increased to address causative factors like window removal. The estimated state reimbursement, if the project is eligible, is about 20%. In response to Councilor Sheets, Mr. Greenleaf stated that this project is consistent with plans to convert the school to an elementary school. It will provide for continued community use of the space and is a good investment in the school. Mayor Watson noted that the space is also used by the Girls and Boys Clubs and Parks and Recreation. Mr. Greenleaf further explained that windows are not used in modern gyms and the educational requirement for natural light applies to classrooms

2005-0017 West Side Gym Floor Replacement Referral to Board of Education Referral

RESOLUTION REFERRING PROJECT FOR GYM FLOOR REPLACEMENT AT WEST SIDE MIDDLE SCHOOL TO THE BOARD OF EDUCATION AND AUTHORIZING SCHEMATIC PLANS AND SPECIFICATIONS

WHEREAS, the Groton Board of Education has determined that the gym floor at West Side Middle School must be replaced, be it

RESOLVED, that the Board of Education is authorized to act as the building committee for this project, and be it

FURTHER RESOLVED, that the Board of Education is hereby authorized to employ architectural services for preparation of schematic drawings and specifications for a project to undertake said gym floor replacement.

Legislative History

1/11/2005 Town Council Committee of the Whole Recommended for a Resolution

2004-0347 FYE 2004 CAFR Referral

RESOLUTION ACCEPTING THE FYE 2004 AUDIT REPORT

WHEREAS, the Town Council has considered the annual audit of the Town's finances, in the form of the "Combined Annual Financial Report" (CAFR), covering the year from July 1, 2003 to June 30, 2004, and

WHEREAS, the Council has discussed the audit results with a manager of the audit team from the firm of McGladrey & Pullen, and

WHEREAS, members of the Council obtained assurances from the auditor concerning tests of the validity and reliability of our internal controls, and

WHEREAS, our discussion also included accounting standards requirements that must be implemented in the future, including financing of post-employment benefits for retirees, now therefore be it

RESOLVED, that the Town Council accepts the FYE 2004 CAFR, Auditor's Report and Management Letter.

Legislative History

12/29/2004	Mayor	Referred	Town Council Committee of the W
1/11/2005	Town Council Committee of the Whole	Recommended for a Resolution	

Sal Pandolfo, Cindy Landry, and Scott Bassett were present to address this issue. Mr. Pandolfo provided a brief overview of the document. There is an introductory section that includes town profiles, major initiatives, debt discussion and other Town information; a financial section that includes the auditor's report, an overview of government activities, and financial statements followed by notes to the financial statements. The statistical section provides 10 years of data on expenses, revenues, tax rates, etc. Mr. Pandolfo noted the CAFR will be available on the web page.

Mr. Scott Bassett of McGladrey and Pullen reviewed the document to highlight for the Commission the key areas and indicators that other agencies may look at in the bond market or the municipal arena.

The Town received an unqualified opinion or clean opinion. The auditor's job is to provide reasonable assurance about the financial statements and report on internal controls. There were no reportable conditions. Additionally, there is a management discussion and analysis document produced by the Town. Highlights for the year ending June 30, 2004 were as follows:

- Assets exceeded expenditures by \$92 million (up from \$84.1 in the prior year).
- The General Fund had an unreserved undesignated balance of \$8.5 million, which was 8.7% of expenditures.
- Debt decreased by \$2.7 million.
- Investment income was at \$325,000, about \$31,000 less than anticipated.
- Cash on hand was \$38 million, excluding pension fund investments.
- Capital assets were \$85.5 million.
- Total liabilities including debt were \$39 million (compared to \$41 million in the prior year).

The Statement of Activities measures revenues against expenses for programs. The Balance Sheet for Governmental Funds shows major funds balances. Assets were \$21 million, total liabilities were \$8 million, leaving a fund balance of \$13 million, with approximately \$2.7 million reserved and \$11 million unreserved (\$2.6 million of which were designated for the current budget year).

Results of operations on the GAAP basis show a net change in fund balance of approximately \$7 million for the fiscal year due primarily to an increase in federal and state grants and a strong tax collection rate.

Statement of Revenues and Expenditures shows the original budget and adjustments made during the year and how that compares to actual results, again showing a budgetary fund balance of \$11 million. Overall, the Town had a solid year, and the fund balance was increased to an appropriate level that rating agencies will look favorably upon.

Three internal service funds maintained by the Town. Funds combined had a loss of \$740,000 for the year, a figure that can fluctuate. Must look at trends in these funds and perhaps look at revenue streams or payments to make sure they are appropriate.

The next key indicator is the Pension Trust Fund. Assets only are shown in this fund, but the funding of the fund, accrued liability and required contribution are important factors too. The Town's pension fund is funded appropriately at 118% of liabilities.

Mr. Bassett addressed key footnotes to the financial statements, as follows:

- Capital assets have been depreciated in accordance with GASB.
- Bonds were refunded to save money.
- Assumptions are made regarding investment return rate, cost of living increases, etc.
- Pension fund assumptions to calculate liability are an investment rate return of 8.25%, salary increases, and

