



# Town of Groton, Connecticut

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

## Meeting Minutes

### Town Council

**Mayor Bruce S. Flax, Councilor Dean G. Antipas, Councilor Diane Barber, Councilor Greg Grim, Councilor Rich Moravsik, Councilor Karen F. Morton, Councilor Bonnie Nault, Councilor Deb Peruzzotti, and Councilor Harry A. Watson**

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Tuesday, February 7, 2017

7:30 PM

Town Hall Annex - Community Room 1

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#### REGULAR MEETING

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#### I. ROLL CALL

Members Present: Mayor Flax, Councilor Antipas, Councilor Barber, Councilor Grim, Councilor Nault, Councilor Peruzzotti, Councilor Watson and Councilor Moravsik  
Members Absent: Councilor Morton

*Also in attendance were Acting Town Manager Cindy Landry and Town Clerk Betsy Moukawsher.*

#### II. SALUTE TO THE FLAG

*The Salute to the Flag was led by Rosanne Kotowski.*

#### III. RECOGNITION, AWARDS & MEMORIALS

##### 2017-0019 Proclamation Recognizing Groton School Week

Read

*The proclamation was read by Councilor Peruzzotti*

##### 2017-0020 Proclamation Recognizing Mun Y. Choi

Read

*The proclamation was read by Councilor Barber.*

#### IV. RECEIPT OF CITIZENS' PETITIONS, COMMENTS AND CONCERNS

*Gretchen Chipperini, 87 Phoenix Drive, spoke to the Town Council regarding the recruitment of the new Town Manager. She stated her preferences to include that the candidate should be from the private sector, preferably with a marketing background. She suggested that the candidate should have a strong understanding of economic development and turning a profit. She stated that she is also concerned with the development of the William Seely School property. She stated that Kincora has an option agreement that she hoped the Town Council will not extend. She stated that she would like to market her abutting property with the William Seely School property for a total of 24 acres. Ms. Chipperini's complete statement is on file in the Town Clerk's Office.*

*Rosanne Kotowski, 24 Ann Avenue, Mystic, expressed her understanding of a statement from Mayor Flax, in which he stated that he wanted a zero tax increase for the 2018 budget. She stated that she was surprised to read in The Day newspaper about the \$3.7 million dollars in proposed FYE 2018 Capital Improvement Projects and the 1.7% budget increase that the Board of Education is expected to propose for FYE 2018. She stated that she is in support of the zero tax increase statement of Mayor Flax. She requested that the Town Council review the non-union management agreement as soon as possible. She stated that this agreement was created in 2006. She also commented on the proposed railway through Groton. She urged the Town Council to suspend their rules in order to pass a resolution opposed to the proposed railway. Ms. Kotowski's complete statement is on file in the Town Clerk's Office.*

#### V. RESPONSES TO CITIZENS' PETITIONS, COMMENTS AND CONCERNS

*Councilor Watson stated that the Board of Education is still deliberating over their proposed*

*budget. He stated that what was reported on in the newspaper was the Superintendent's requested budget.*

## VI. CONSENT CALENDAR

### a. Approval of Minutes

#### 2017-0034 Approval of Minutes (Town Council)

RESOLUTION ACCEPTING TOWN COUNCIL MINUTES

RESOLVED, that the minutes of the Town Council meeting of January 3, 2017 are hereby accepted and approved.

**This Matter was Adopted on the Consent Calendar.**

### b. Administrative Items

#### 2017-0018 Special Trust Fund Contributions

RESOLUTION ACCEPTING CONTRIBUTIONS TO SPECIAL TRUST FUNDS

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

Mildred Ebbins - \$100.00 - Parks and Recreation Revolving  
 Joseph Kane - \$2,500.00 - Parks and Recreation Revolving  
 Catherine Hoffman - \$10.00 - Parks and Recreation Revolving  
 Ruth Cowell - Signs - \$10.00 - Parks and Recreation Revolving  
 Susan Decorte - Memillian - \$250.00 - Parks and Recreation Revolving  
 St. Mary Francis Cir 796 - \$25.00 - Library Miscellaneous  
 Mary Atha - \$100.00 - Groton Utilities Energy Assistance Program  
 Arthur & Jean Jerbert - \$30.00 - Groton Utilities Energy Assistance Program  
 Janice Kimball - \$20.00 - Groton Utilities Energy Assistance Program  
 Mystic Women's Club - \$1,057.50 - Groton Utilities Energy Assistance Program  
 Daniel Untied - \$25.00 - Groton Utilities Energy Assistance Program  
 Anonymous - \$5.00 - Social Services Discretionary  
 Groton Senior Club - \$200.00 - Social Services Discretionary  
 Nancy Lauman - \$250.00 - Social Services Discretionary  
 David Thormahlen - \$100.00 - Library Miscellaneous  
 Mystic Photography Group - \$25.00 - Library Miscellaneous  
 Anonymous - \$42.00 - Groton Utilities Energy Assistance Program  
 Ambrose Burfoot - \$40.00 - Groton Utilities Energy Assistance Program  
 Marsha Cedrone - \$10.00 - Groton Utilities Energy Assistance Program  
 Raymond & Jane Macionus - \$25.00 - Groton Utilities Energy Assistance Program  
 Maria Weaver - \$10.00 - Groton Utilities Energy Assistance Program  
 Barbara Weeman - \$8.00 - Groton Utilities Energy Assistance Program  
 Alan Major - \$39.00 - Library Miscellaneous  
 Brian and Kimberly Estep - \$100.00 - Library Miscellaneous  
 Esther Ayrton - \$50.00 - Library Miscellaneous

**This Matter was Adopted on the Consent Calendar.**

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

#### 2016-0239 DEEP/GOSA Tilcon Property Purchase

**This Matter was Deleted from Referral List - No further action on the Consent Calendar.**

#### 2016-0308 Economic Development Commission Annual Report Presentation

**This Matter was Deleted from Referral List - No further action on the Consent Calendar.**

#### 2016-0295 Contingency Transfer for Wage Adjustments

**This Matter was Deleted from Referral List - Action to be taken on the Consent Calendar.**

#### 2016-0296 Town Manager Recruitment

- This Matter was Deleted from Referral List - Action to be taken on the Consent Calendar.
- 2016-0312 Appointment of Tree Warden
- This Matter was Deleted from Referral List - Action to be taken on the Consent Calendar.
- 2017-0013 Pearl Street (Noank) Sidewalk
- This Matter was Deleted from Referral List - Action to be taken on the Consent Calendar.
- 2017-0014 Fraud Risk
- This Matter was Deleted from Referral List - Action to be taken on the Consent Calendar.
- 2017-0015 Fair Housing Action Plan for 2017
- This Matter was Deleted from Referral List - Action to be taken on the Consent Calendar.
- 2017-0016 Mystic Education Center Brownfields Grant - Update
- This Matter was Deleted from Referral List - Action to be taken on the Consent Calendar.
- 2017-0017 Economic Development Logo/Brand Identity Competition
- This Matter was Deleted from Referral List - Action to be taken on the Consent Calendar.
- 2017-0021 FYE 2017 Contingency Transfer for Support of the Charter Revision Commission
- This Matter was Deleted from Referral List - Action to be taken on the Consent Calendar.
- 2017-0022 FYE 2016 CAFR
- This Matter was Deleted from Referral List - Action to be taken on the Consent Calendar.
- 2017-0024 Connecticut Humanities Grant
- This Matter was Deleted from Referral List - Action to be taken on the Consent Calendar.
- 2017-0027 Contingency Transfer for Town Manager Recruitment Services
- This Matter was Deleted from Referral List - Action to be taken on the Consent Calendar.
- 2017-0029 Public Hearing on Small Cities Community Development Block Grant 2017 Application
- This Matter was Deleted from Referral List - Action to be taken on the Consent Calendar.
- 2017-0030 Referral of Town-Owned Property Acquired through Tax Foreclosure to the Planning Commission under CGS Section 8-24
- This Matter was Deleted from Referral List - Action to be taken on the Consent Calendar.
- 2017-0031 Appointment of William Beglau to Inland Wetlands Agency
- This Matter was Deleted from Referral List - Action to be taken on the Consent Calendar.
- 2017-0032 Appointment of Randy Atkinson to Board of Assessment Appeals
- This Matter was Deleted from Referral List - Action to be taken on the Consent Calendar.

#### Passed The Consent Calendar

A motion was made by Councilor Watson, seconded by Councilor Antipas, to adopt the Consent Calendar, including all the preceding items marked as having been adopted on the Consent Calendar. The motion carried unanimously

## VII. COMMUNICATIONS & REPORTS (Other than Committee Reports)

### a. Town Councilors

*Councilor Nault reported that she attended the Downtown Mystic Merchants meeting on February 1, 2017; the Zoning Commission meeting on February 1, 2017; the Economic Development Commission meeting on February 2, 2017; the CCM training, and the ribbon cutting ceremony for the new Aldi's grocery store on February 2, 2017; and the Shennecossett Golf Course Advisory meeting on February 6, 2017.*

*Councilor Watson reported that he attended a Children First Groton meeting on February 7,*

2017; the Zoning Commission meeting on February 1, 2017; the ribbon-cutting ceremony for the new Aldi's grocery store on February 2, 2017; the Groton Business Association meeting at Cardinal Honda on January 19, 2017; and a meeting with Mr. Stevens from the Connecticut DEEP regarding the Tilcon property. He stated that all of the Councilors have been attending Town Manager recruitment meetings.

In response to Councilor Peruzzotti, the Mayor was confident that the Town Council Committee of the Whole had completed the Town Manager's annual review. The Mayor agreed to review this matter.

Councilor Barber reported that she attended the ribbon cutting ceremony for the new Aldi's grocery store on February 2, 2017. She stated that she has attended most of the Town Manager recruitment meetings.

Councilor Antipas reported that he attended the Southeastern Connecticut Water Authority quarterly meeting on January 19, 2017.

Mayor Flax reported that he attended many of the same events and meetings that the other Councilors have already stated. He reported that he attended a January 5, 2017 joint meeting with the City and Town Police Chiefs and the Town Manager. He stated that there are some challenges regarding dispatch that were discussed in this meeting. He reported that he attended the Electric Boat breakfast meeting on January 9, 2017; the DEEP meeting with Graham Stevens on January 13, 2017; the BOE/Town Council/RTM meeting on January 17, 2017; the Southeastern Connecticut Council of Governments meeting on January 19, 2017; the Groton Sail meeting on January 30, 2017; and the ribbon cutting ceremony for the new Aldi's grocery store on February 2, 2017.

**b. Clerk of the Representative Town Meeting**

Town Clerk Betsy Moukawsher reported that Shawn Powers was elected to fill the vacancy in the 4th District and that Frederick Kent was elected to fill the vacancy in the 6th District. She reported that there is still a vacancy in District 7. She stated that Rep. Lian Obrey was elected Democratic Floor Leader to replace Rep. Christine Conley, who had resigned due to her election to the State House of Representatives. She stated that the next Representative Town Meeting regular meeting will be held tomorrow, February 8, 2017 at 7:30 p.m. at the Groton Senior Center.

**c. Clerk of the Council**

Town Clerk Betsy Moukawsher stated that she had attended the oath of office for the new Deputy Secretary of the State Scott Bates on January 24, 2017. She stated that Deputy Secretary Bates lives in Stonington. She reported that she participated in a Connecticut Town Clerk's Association Legislative telephone conference meeting on February 2, 2017. She stated that the association is following many legislative bills and that she will keep the Town Council informed with updated reports. She stated that she attended the Aldi's grand opening on February 2, 2017. She reported that she attended a New London County Town Clerk's meeting where they discussed the upcoming CTCA Spring Conference that they are hosting at the Mystic Marriott in April. She reported that the Town Clerk's Office is now offering special vital record envelopes for the public to purchase. She reported on openings for Town Boards and Commissions.

**d. Town Manager**

Acting Town Manager Cindy Landry announced that the Planning Department requests that the Town Council refer item 2017-0015 Fair Housing Action Plan for 2017 back to the Town Council Committee of the Whole because there is new information for the 2017 plan.

**VIII. COMMITTEE REPORTS**

**a. Personnel & Appointments - Chairman Watson**

Chairman Watson reported that the Personnel and Appointments Committee met on January 3, 2017 with all members present. The committee interviewed two candidates. William Baglau was recommended to be appointed to the Inland Wetlands Agency and Randy Atkinson was recommended to be appointed to the Board of Assessment Appeals. The vote was unanimous and both appointment requests are on the agenda for this evening. He stated that the committee has discussed a couple of sections in the appointment procedures. He stated that he will include all changes in a future report. The full report is on file in the Town Clerk's Office.

**b. Rules - Chairman Antipas**

*No meeting, no report.*

**c. Committee of the Whole - Mayor Flax**

*Mayor Flax stated that all items on this evening's agenda were discussed in the Committee of the Whole.*

**IX. NEW BUSINESS**

**2016-0295 Contingency Transfer for Wage Adjustments**

RESOLUTION FOR FYE 2017 GENERAL CONTINGENCY TRANSFERS

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

WHEREAS, during the FYE 2018 personnel budget development a calculation error was discovered for FYE 2017 wages for some employees of the Telecommunicators union, and

WHEREAS, salary increases for promotions from probationary employees to Telecommunicator III positions and for reclassifications to Telecommunicator IV positions were not included in the FYE 2017 budget, and

WHEREAS, these increases should be incorporated into the FYE 2017 Emergency Communications budget (#1014) through a Contingency transfer, and

WHEREAS, before this transfer is applied, the General Contingency has a balance of \$352,310 including pending transfers, now therefore be it

RESOLVED, that \$12,155 be transferred from the General Fund Contingency function (#1074) to the Emergency Communications function (#1014) and referred to the RTM for approval.

**A motion was made by Councilor Antipas, seconded by Councilor Watson, that this matter be Adopted and Referred to the Representative Town Meeting.**

**The motion carried unanimously**

**2016-0312 Appointment of Tree Warden**

RESOLUTION APPOINTING THE TOWN OF GROTON TREE WARDEN

WHEREAS, the Ordinances of the Town of Groton, at Section 15.5-35, provide that "the tree warden shall be a licensed arborist or otherwise certified, and be appointed by the Town Council for a term of one year and until a successor is appointed and qualified...", and

WHEREAS, Sam Popinchalk, the Town's long-serving tree warden, has retired, and

WHEREAS, Gary J. Schneider, Director of Public Works, has been certified as a tree warden on October 28, 2016, by the Tree Warden's Association of Connecticut, now therefore be it

RESOLVED, that Gary J. Schneider is hereby appointed Tree Warden of the Town of Groton, Connecticut, to succeed Sam Popinchalk, for a term of one year and until a successor is appointed and qualified.

**A motion was made by Councilor Watson, seconded by Councilor Nault, that this matter be Adopted.**

*Councilor Morasvik stated that he opposes this motion because he believes that Public Works Director Gary Schneider should have found someone in the organization, other than himself, to become certified.*

**The motion carried by the following vote:**

**Votes:** In Favor: 7 - Mayor Flax, Councilor Antipas, Councilor Barber, Councilor Grim, Councilor Nault, Councilor Peruzzotti and Councilor Watson  
Opposed: 1 - Councilor Moravsik

**2017-0013 Pearl Street (Noank) Sidewalk**

RESOLUTION DIRECTING THE USE OF 2017 ROAD MAINTENANCE AND REHABILITATION BOND FUNDS FOR THE RECONSTRUCTION OF A SIDEWALK ON PEARL STREET IN NOANK

WHEREAS, construction funds were approved in the amount of \$55,000 in the FYE 15 Capital Improvement Program (CIP) for the reconstruction of the sidewalk on Pearl Street in Noank from the intersection of Palmer Court to Chesbro Avenue, and

WHEREAS, after discussion with the abutting property owner about their concerns with granting grading rights and the removal of trees, the Public Works Department prepared several options and selected Option #2 identified in the "Pearl Street (Noank) Sidewalk Replacement Design Report," and

WHEREAS, to complete this option additional funds in the amount of \$90,000 are required, now therefore be it

RESOLVED, that the Town Council directs the use of up to \$90,000 of 2017 Road Maintenance and Rehabilitation Bond funds for the Pearl Street (Noank) Sidewalk Replacement project.

**A motion was made by Councilor Grim, seconded by Councilor Nault, that this matter be Adopted.**

**The motion carried unanimously**

**2017-0014 Fraud Risk**

RESOLUTION IN SUPPORT OF CREATING A WHISTLEBLOWER POLICY AND IMPLEMENTING A FRAUD TIP LINE

WHEREAS, the management letters prepared by Blum Shapiro based on the June 30, 2015 and June 30, 2016 audits have included recommendations related to fraud risk, now therefore be it

RESOLVED that the Town Council supports the creation of a whistleblower policy and inclusion of funding for the implementation of a fraud tip line in the FYE 2018 budget.

**A motion was made by Councilor Nault, seconded by Councilor Moravsik, that this matter be Adopted.**

*In response to Councilor Antipas, Acting Town Manager Landry stated that the telephone tip line would cost between \$3,000 - \$7,500 annually. She stated that the other option would be to conduct a one-time full assessment, which would cost between \$20,000 and \$30,000. Councilor Antipas stated that he supports this item. He stated that it is especially useful for citizens to have a secure third-party source to inform if they see something.*

*Councilor Grim stated that there are really two items being discussed, one being the whistleblower program and the other being a risk assessment. He stated that the Town Council may decide to conduct a risk assessment as to how we conduct business in the future.*

*Acting Town Manager Landry stated that the auditors interviewed departments in an effort to assess some level of risk, but that this is not a full blown risk assessment. She stated that the town*

would need to hire a firm to conduct a full-assessment. She stated that this would cost between \$20,000 to \$30,000.

**The motion carried unanimously**

**2017-0015**

**Fair Housing Action Plan for 2017**

RESOLUTION ADOPTING THE FAIR HOUSING ACTION PLAN FOR 2017

WHEREAS, the Congress of the United States in 1866 (the 1866 Civil Rights Act, 42, U.S.C.1982) has declared that all citizens of the United States shall have the same rights to inherit, purchase, lease, sell, hold, and convey real and personal property;

WHEREAS, the Congress of the United States has further declared by the Civil Rights Act of 1968, known as the Fair Housing Act (P.L. 90-284) (18 U.S.C. 245) (hereinafter called the "Act") that it is the policy of the United States to provide, within Constitutional limitations, for fair housing throughout the United States, thereby prohibiting discrimination by reason of race, color, religion, national origin, or sex in the sale or rental of housing; and

WHEREAS, Section 808 and 809 of the Act provide that the authority and responsibility for administering the Act shall be vested in the Secretary of Housing and Urban Development (hereinafter called the "Secretary") and the Secretary is required to cooperate with and render technical assistance to private agencies, groups, and institutions which are formulating or carrying on programs to prevent or eliminate discriminatory housing practices and to undertake conciliatory activities which will further the purpose of fair housing and to work out programs of voluntary compliance with the cooperation and advice of the housing industry and other interested persons; and

WHEREAS, the Town of Groton believes that the national policy of fair housing can effectively be promoted through programs of affirmative action in the private housing industry and markets; and

WHEREAS, the Town of Groton believes it desirable to establish a local fair housing plan for the purpose of effectuating the requirements of all applicable fair housing laws;

NOW, THEREFORE, in order to encourage public and private cooperation in achieving fair housing through affirmative action and other efforts, the Town of Groton establishes this Fair Housing Action Plan for 2017 ("Plan");

**A. STATEMENT OF EQUAL HOUSING OPPORTUNITY POLICY**

The Town Council affirms the Town's policy of promoting and assuring equal housing opportunity based on the aforementioned civil rights and legislation. This policy is intended to be consistent with, and to meet the requirements and objectives of, the Civil Rights Act of 1968, Title V or the National Housing Act (as amended), and all legislation related to non-discrimination in housing.

To implement this policy, the Town has adopted this plan, the principal objectives of which are (1) to take steps to encourage full compliance with all the requirements of the fair housing laws by all affected private and public persons, institutions, agencies, or bodies, and (2) where appropriate, promote and encourage affirmative marketing and similar efforts within the Town.

The Town Council affirms that the Town of Groton is committed to promoting Fair Housing choice and not discriminating against any person, as prohibited in the General Statutes 46a-64c as amended. Pursuant to this legislation the Town of Groton shall not discriminate against any of the following classes: race, creed, color, national origin, ancestry, sex, marital status, age, lawful source of income, familial status, physical or mental disability, or sexual orientation.

The Town Council affirms the Town of Groton's commitment to promoting racial and economic

integration in any housing developed or supported with State or Federal Funding. Further, the Town Council affirms that the Town of Groton offers its fair housing services and assistance to beneficiaries from all racial and ethnic groups as well as the physically and mentally handicapped and families with children, and to a broad range of income eligible persons.

While the principal persons, institutions, agencies, and bodies who potentially will make the greatest contribution to achieving attainment of the above objectives are Realtors, lenders, developers, apartment and other rental unit owners and managers and Town and governmental units having responsibility for building and providing housing, the Town Council also believes that it is important to strive for maximum public awareness and participation in the process of achieving these fair housing objectives.

The Neighborhood and Community Planner, Susan C. Cullen, AICP, PhD (134 Groton Long Point Road, Groton, CT 06340, (860) 446-5990), as the Town's Fair Housing Officer, exercises personal leadership in carrying out the Town's affirmative action efforts. To assist her in carrying out these policies, the Neighborhood and Community Planner may assign one or more individual employees responsibilities and authority for implementing equal housing responsibilities.

The Neighborhood and Community Planner shall develop and recommend plans and actions as are necessary to carry out the objectives of this equal housing opportunity policy. Positive action and initiative should be taken if housing is to be open to all. Accordingly, specific educational and other goals will be established and good faith effort by all Town department heads in helping to achieve such goals will be required. The Town must reach out and draw upon all possible sources so that men and women of all backgrounds are aware of housing opportunities within the Town.

#### B. STATEMENT OF GOALS

1. To seek full compliance by all citizens with all Fair Housing Laws, including but not limited to, Title VIII of the Civil Rights Act of 1968, Title V of the National Housing Act (as amended), and the Connecticut Public Accommodations Act (Title 53 of Connecticut General Statutes).
2. To identify and work with those persons, groups, or agencies having resources and ability to significantly impact the achievement of Fair Housing objectives set forth above.
3. To promote fair housing in the Town by dissemination of relevant information as to fair housing requirements to all persons having a direct involvement and interest in the provision of housing, including Realtors, lending institutions, developers, apartment and other rental unit owners and affected Town agencies. More specifically, it is intended that the Neighborhood and Community Planner will:
  - a. Keep current on all pertinent State and Federal legislation relating to Fair Housing;
  - b. Disseminate to Realtors, developers, and multi-family dwelling unit owners, information concerning Federal and State Fair Housing Laws affecting them, and to offer guidance or assistance to such persons as to affirmative marketing and other techniques;
  - c. Assist affected Town agencies in the administration of Town programs or requirements, which impact housing opportunities.

#### C. ADMINISTRATION

1. General responsibility for the implementation and day-to-day administration of this plan shall be vested with the Neighborhood and Community Planner and those individuals from her staff.



2. General responsibility for periodically evaluating the extent to which the objectives of this Plan have been achieved, for identifying problem areas and recommending changes to this Plan and for working with providers and other private groups to develop educational and other programs to carry out the objectives of this Plan shall be vested with the Neighborhood and Community Planner. The Town Council may request the affected Town agencies, boards, or Commissions to designate one or more persons from such organizations to work with or assist the Neighborhood and Community Planner in the performance of these obligations.

#### D. IMPLEMENTATION

##### 1. Dissemination

a. Copies of this plan shall be distributed to all Town and local governmental departments, agencies, boards, and commissions having any official responsibility relating to any aspect of Housing opportunities within the Town.

b. Copies of this plan shall be made available to all persons, institutions, or agencies public and private, having a direct involvement and interest in the provisions of housing (hereinafter referred to as "providers") including those referred to in paragraph B (2) above, with a request that such be retained and made available for examination at their respective premises.

c. Each provider shall be requested to disseminate to their agents and employees having responsibility for housing functions, copies of the Plan in order that such agents and employees may be familiar with such policies.

##### 2. Educational Programs

The Neighborhood and Community Planner shall have the responsibility to disseminate copies of the Plan; to participate in educational workshops or seminars concerning Fair Housing legislation; to provide information to all parties concerning the Fair Housing grievance procedure and to provide information regarding Fair Housing activities to the Town Council. Further, the Neighborhood and Community Planner shall celebrate Fair Housing month every April by making Fair Housing brochures and educational pamphlets available in Town Hall and at the public libraries. Further, the Neighborhood and Community Planner or his designee shall attend at least one Fair Housing Seminar a year as they become available within the State of Connecticut and shall attend any State sponsored event in recognition of Fair Housing month in April of each year.

#### E. REVIEW PROCEDURES

The Neighborhood and Community Planner shall be the assigned person responsible for the implementation of the Plan and shall have the primary responsibility for reviewing the day-to-day effectiveness of the efforts to carry out the objectives of this plan, including:

1. Developing and distributing the forms needed to properly file fair housing grievances;
2. Providing staff assistance for attending meetings of the Town Council and keeping the Town Council informed of all grievances and other related fair housing activities.
3. Maintaining a separate Fair Housing file, which documents all actions taken to affirmatively further fair housing opportunities in Groton. Said file shall be open for inspection to the public to the extent consistent with privacy rights of individual citizens.

#### F. COMPLAINT PROCEDURES

Any person who feels that he or she has been discriminated against in an attempt to secure housing in the Town of Groton may file a complaint with the Fair Housing Officer of the Town of Groton at Town Hall Annex (134 Groton Long Point Road, Groton, CT 06340). Complaints shall be filed no later than sixty (60) days after the act of discrimination occurred. To facilitate and standardize the complaint filing procedure, forms provided by the Department of Housing and Urban Development (HUD) may be used. Additional forms or background information will be developed as required. The Fair Housing Officer shall review the complaint and if the Fair Housing Officer cannot effect voluntary compliance with the law at the local level, the complainant shall be referred to the Department of Housing and Urban Development and/or the Connecticut Commission on Human Rights and Opportunities. The Fair Housing Officer shall be responsible for keeping track of all referrals and providing whatever assistance is needed by the agencies involved. All complaints and follow-ups shall be recorded and kept in the Fair Housing file. As of the date of approval of this plan there have been no complaints filed or recorded. Should a complaint occur, this plan shall be updated to document how the complaint was handled.

#### G. TECHNICAL ASSISTANCE

The Neighborhood and Community Planner shall be authorized to request technical assistance from the Department of Urban Development as contemplated by Title VIII of the Civil Rights Act of 1968, as and to the extent deemed necessary, to aid in the effectuation and implementation of this Plan.

#### H. EVALUATION AND PERIODIC REPORTING

1. The Neighborhood and Community Planner shall review the progress achieved under this Plan every twelve months following adoption hereof by the Town Council and report his evaluations and recommendations in connection therewith to the Town Council and the Department of Housing and Urban Development.
2. If otherwise during the term of this Plan, the Neighborhood and Community Planner shall determine that any of the provisions of this Plan require modification or amendment, she shall forward her recommendation to the Town Council for approval or disapproval.
3. In carrying out such review and evaluation, the Neighborhood and Community Planner and the Town Council shall use their best efforts to involve providers and other persons affected by the Plan for the purpose of obtaining their views as to the achievements, deficiencies, or other suggestions for improved implementation of this Plan.

**A motion was made by Mayor Flax, seconded by Councilor Watson, that this matter be Re-referred to the Town Council Committee of the Whole.**

*Mayor Flax stated that the Planning Department would like to re-refer this item to the Committee of the Whole in order to update the language of the resolution.*

**The motion carried unanimously**

**2017-0016**

#### **Mystic Education Center Brownfields Grant - Update**

##### RESOLUTION REAFFIRMING SUPPORT FOR THE MYSTIC EDUCATION CENTER BROWNFIELDS GRANT

WHEREAS, the Town Council adopted a resolution on July 19, 2016 (revised on August 2, 2016) authorizing application for, and receipt of, a brownfields grant to market the Mystic Education Center, and

WHEREAS, Office of Planning and Development Services staff have advised the Town Council that the State Department of Economic and Community Development may want the Town to serve as a temporary receiving agent for the property to expedite property disposition from the state to a

private sector developer, now therefore be it

RESOLVED, that the Town Council is cognizant of the option whereby the Town would act as a temporary receiving agent for the Mystic Education Center property and reaffirms its support for the Mystic Education Center Brownfields Grant.

**A motion was made by Councilor Moravsik, seconded by Councilor Barber, that this matter be Adopted.**

**The motion carried unanimously**

**2017-0017**

**Economic Development Logo/Brand Identity Competition**

RESOLUTION TO ENDORSE ECONOMIC DEVELOPMENT LOGO/BRAND IDENTITY COMPETITION

WHEREAS, the Office of Planning and Development Services (OPDS) is actively working to build a strong and healthy business community through numerous initiatives, including marketing and the creation of a stand-alone economic development website; and

WHEREAS, the Town of Groton has completed a town-wide market analysis which includes a recommendation that the website should refrain from using the Town seal for digital marketing and instead develop a modern, recognizable logo that will help strengthen the Town's brand; and

WHEREAS, OPDS proposes to partner with the Groton Business Association to help facilitate a logo competition to be open to the general public; and

WHEREAS, OPDS proposes to allocate \$250.00 towards the top prize awarded to the selected entrant; and

WHEREAS, a successful 'Brand Identity' will differentiate the Town of Groton from its competition and serve to promote the Town of Groton as a great place to do business, now therefore be it

RESOLVED, that the Town Council hereby endorses OPDS staff to utilize OPDS funding for said Economic Development Logo/Brand Identity Competition.

**A motion was made by Councilor Peruzzotti, seconded by Councilor Nault, that this matter be Adopted.**

*Mayor Flax explained the rules for the contest.*

*Councilor Antipas stated that the current logo is too intricate to use in small applications.*

*Mayor Flax concurred by stating that the Groton Monument does not relate to economic development.*

*Councilor Nault stated that the key is to re-brand the whole Town. She stated that she had communication from staff indicating that there has been a lot of interest and entries. She stated that applicants do not have to be residents of the Town.*

*Councilor Watson stated that the Planning Department did a great job talking to the Groton Business Association about this contest.*

*Councilor Nault stated that the Planning Department also talked about it at the Downtown Mystic Business meeting.*

**The motion carried unanimously**

**2017-0021**

**FYE 2017 Contingency Transfer for Support of the Charter Revision Commission**

RESOLUTION AMENDING RESOLUTION #2016-0137 FYE 2017 CONTINGENCY

## TRANSFER FOR SUPPORT OF THE CHARTER REVISION COMMISSION

WHEREAS, the Town Council approved resolution 2016-0137 FYE 2017 Contingency Transfer for Support of the Charter Revision Commission, and

WHEREAS, the resolution transferred \$7,000 from the FYE 2017 General Fund Contingency function (#1074) to the Town Clerk function (#1005) for the Charter revision effort, and

WHEREAS, the Charter revision effort is a Town Council initiative, and it would be more appropriate to fund the effort out of the Legislative function (#1001) rather than the Town Clerk function (#1005), now therefore be it

RESOLVED, that the Town Council amends resolution 2016-0137 to transfer \$7,000 from the FYE 2017 General Fund Contingency function (#1074) to the Legislative function (#1001) for the Charter revision effort.

**A motion was made by Councilor Barber, seconded by Councilor Moravsik, that this matter be Adopted.**

**The motion carried unanimously**

**2017-0022**

**FYE 2016 CAFR**

## RESOLUTION ACCEPTING THE FYE 2016 AUDIT REPORT

WHEREAS, the Town Council has considered the annual audit of the Town of Groton's finances, covering the fiscal year from July 1, 2015 through June 30, 2016, and

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

RESOLVED, that the Town of Groton accepts and files the FYE 2016 Comprehensive Annual Financial Report (CAFR), the Auditor's Reports and Management Letter.

**A motion was made by Councilor Antipas, seconded by Councilor Barber, that this matter be Adopted.**

**The motion carried unanimously**

**2017-0024**

**Connecticut Humanities Grant**

## RESOLUTION AUTHORIZING THE TOWN MANAGER OR HIS DESIGNEE TO SEEK GRANT FUNDING FROM CONNECTICUT HUMANITIES TO PURCHASE ARCHIVAL MATERIAL TO PRESERVE THE JAMES L. STREETER COLLECTION AT THE GROTON PUBLIC LIBRARY

WHEREAS, James L. Streeter is donating his vast collection of local history to the Groton Public Library, and

WHEREAS, the safe storage of that collection will preserve it for future generations to research, and

WHEREAS, Connecticut Humanities has grant funds available for organizations that participate in the Standards and Excellence Program for History Organizations (StEPs), which the Groton Public Library is participating in, 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 \$4,908 from Connecticut Humanities, which will be utilized by the Groton Public Library to house the James L. Streeter Collection in archival safe material.

**A motion was made by Councilor Watson, seconded by Councilor Peruzzotti, that this matter be Adopted.**

*Councilor Nault suggested that the Town Council develop a proclamation and proclaim a Jim Streeter Day on the day that the exhibit opens.*

**The motion carried unanimously**

**2016-0296**

**Town Manager Recruitment**

RESOLUTION AUTHORIZING A CONTRACT WITH RANDI FRANK CONSULTING LCC TO PERFORM TOWN MANAGER RECRUITMENT SERVICES

WHEREAS, Town Manager Mark R. Oefinger has announced his upcoming retirement from the Town, and

WHEREAS, the Town Council desires to engage a consultant to assist with the executive level search for a new Town Manager, now therefore be it

RESOLVED, that the Town Council authorizes a contract not to exceed \$24,000 with Randi Frank Consulting LLC to perform Town Manager recruitment services.

**A motion was made by Councilor Grim, seconded by Councilor Watson, that this matter be Adopted.**

*Councilor Barber stated that \$24,000 might sound like a lot of money, but for the amount of time Ms. Frank is putting in, she certainly is not getting rich on this. She stated that she thinks that we are definitely getting our money's worth with her.*

**The motion carried unanimously**

**2017-0027**

**Contingency Transfer for Town Manager Recruitment Services**

RESOLUTION FOR FYE 2017 GENERAL CONTINGENCY TRANSFER

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

WHEREAS, the Town Council, acting as the Town Manager Recruitment Committee, has engaged the services of Randi Frank Consulting LLC in the search for a new Town Manager, and

WHEREAS, before this transfer is applied, the General Contingency has a balance of \$340,155 including pending transfers, now therefore be it

RESOLVED, that an amount not to exceed \$24,000 be transferred from the General Fund Contingency function (#1074) to the Human Resources function (#1012) and referred to the RTM for approval.

**A motion was made by Councilor Nault, seconded by Councilor Barber, that this matter be Adopted and Referred to the Representative Town Meeting.**

**The motion carried unanimously**

**2017-0029**

**Public Hearing on Small Cities Community Development Block Grant 2017 Application**

RESOLUTION SETTING A PUBLIC HEARING ON THE SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT 2017 APPLICATION

RESOLVED, that the Town Council will hold a public hearing on the Town of Groton's Small Cities Community Development Block Grant 2017 Application on Tuesday, March 7, 2017 at 7:30 p.m. at Town Hall Annex, Community Room 1.

**A motion was made by Councilor Moravsik, seconded by Councilor Nault, that this matter be Adopted.**

**The motion carried unanimously**

**2017-0030**

**Referral of Town-Owned Property Acquired through Tax Foreclosure to the Planning Commission under CGS Section 8-24**

REFERRAL OF TOWN-OWNED PROPERTY ACQUIRED THROUGH TAX FORECLOSURE TO PLANNING COMMISSION UNDER CGS SECTION 8-24

RESOLVED, that the Town Council refers the following Town-owned properties and recommendations for disposition to the Groton Planning Commission, pursuant to CGS Section 8-24:

PIN 169810369264E, 60 Mardie Lane - Retain for future disposition  
PIN 168910452596E, 147 Mardie Lane -Retain for future disposition  
PIN 168916830355E, Long Hill Road - Retain  
PIN 168916832067E, Long Hill Road - Retain  
PIN 169917027290E, Long Hill Road - Retain for future disposition  
PIN 168811673098E, Joe Avenue - Sell  
PIN 270018301468E, Rogers Road -Sell

**A motion was made by Councilor Peruzzotti, seconded by Councilor Grim, that this matter be Adopted and Referred to the Planning Commission.**

**The motion carried unanimously**

**2017-0031 Appointment of William Beglau to Inland Wetlands Agency**

RESOLUTION APPOINTING WILLIAM BEGLAU AS AN ALTERNATE MEMBER OF THE INLAND WETLANDS AGENCY

RESOLVED, that William Beglau, 15 Shannon Lane, is hereby appointed as an alternate member to the Inland Wetlands Agency for a term expiring 12/31/18.

**A motion was made by Councilor Watson, seconded by Councilor Peruzzotti, that this matter be Adopted.**

**The motion carried unanimously**

**2017-0032 Appointment of Randy Atkinson to Board of Assessment Appeals**

RESOLUTION APPOINTING RANDY ATKINSON AS AN ALTERNATE MEMBER TO THE BOARD OF ASSESSMENT APPEALS

RESOLVED, that Randy L. Atkinson, 66 Butternut Road, is hereby appointed as an alternate member to the Board of Assessment Appeals for a term ending 12/31/18.

**A motion was made by Councilor Watson, seconded by Councilor Peruzzotti, that this matter be Adopted.**

**The motion carried unanimously**

*Mayor Flax encouraged Town Councilors to attend the upcoming informational rally on Saturday, February 11, 2017 at the Olde Mystick Village regarding the new high speed railway proposal.*

**X. ADJOURNMENT**

*Councilor Peruzzotti made a motion to adjourn the meeting, seconded by Councilor Barber. Mayor Flax adjourned the meeting at 8:19 p.m.*

*Attest:*

*Betsy Moukawsher  
Groton Town Clerk  
Clerk of the Town Council*