



Town of Groton, Connecticut

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Town Manager
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Meeting Minutes - Draft

Town Council

Mayor Heather Bond Somers, Councilors Dean G. Antipas, Bruce S. Flax, Bill Johnson, Karen F. Morton, Deborah L. Peruzzotti, Rita M. Schmidt, James L. Streeter, and Harry A. Watson

Tuesday, September 3, 2013

7:30 PM

Town Hall Annex - Community Room 1

REGULAR MEETING

I. ROLL CALL

The meeting was called to order at 7:37 p.m. by Mayor Somers.

Members Present: Mayor Somers, Councilor Antipas, Councilor Flax, Councilor Morton, Councilor Peruzzotti, Councilor Schmidt and Councilor Watson

Members Absent: Councilor Johnson and Councilor Streeter

Also present were Town Manager Mark Oefinger, Town Clerk Betsy Moukawsher and Office Assistant Lori Watrous.

II. SALUTE TO THE FLAG

The Salute to the Flag was led by Councilor Schmidt.

III. RECOGNITION, AWARDS & MEMORIALS

None.

IV. RECEIPT OF CITIZENS' PETITIONS, COMMENTS AND CONCERNS

None.

V. RESPONSES TO CITIZENS' PETITIONS, COMMENTS AND CONCERNS

None.

VI. CONSENT CALENDAR

a. Approval of Minutes

2013-0225 Approval of Minutes (Town Council)

RESOLUTION ACCEPTING TOWN COUNCIL MINUTES

RESOLVED, that the minutes of the Town Council meeting of August 20, 2013 are hereby accepted and approved.

This Matter was Adopted on the Consent Calendar.

b. Administrative Items

2013-0226 Special Trust Fund Contributions

RESOLUTION ACCEPTING CONTRIBUTIONS TO SPECIAL TRUST FUNDS

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

Survivors of Stroke Support Group - \$100.00 - Library Miscellaneous

Armanda Stickney - \$10.00 - Library Miscellaneous

City of Groton Utilities - \$500.00 - Veterans Memorial Park

Bronwyn Nelson - \$50.00 - Library Miscellaneous

Joellen Anderson - \$100.00 - Library Miscellaneous

This Matter was Adopted on the Consent Calendar.

c. Deletions from the Town Council Referral List**2013-0183 Collective Bargaining Matter**

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

2013-0214 Purchasing Manual Update

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

2013-0216 Commercial Property Assessed Clean Energy (C-PACE) Program

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

2013-0217 Referendum Date, Form of the Question, and Explanatory Text for the Police Station Improvements Bond Ordinance

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

2013-0219 Referendum Date, Form of the Question, and Explanatory Text for the Flanders Road Utilities Expansion Bond Ordinance

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

2013-0222 GIS Coordinator Job Description

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 Peruzzotti, to adopt the Consent Calendar, including all the preceding items marked as having been adopted on the Consent Calendar.

The motion carried unanimously

VII. COMMUNICATION REPORTS (Other than Committee Reports)**a. Town Councilors**

Councilor Morton received an inquiry as to whether Groton plans on implementing a vendor ordinance similar to the ordinance Stonington is considering.

Councilor Flax stated that he has someone to fill one of the citizen-at-large vacancies available on the Trails Coordinating Task Force. Anyone interested in the other citizen-at-large position should contact the Town Clerk's Office.

Councilor Schmidt received a call about the safety of driving on Bank Street and Academy Lane due to cars parked on both sides of the road. The Town Manager stated that he will voice this concern at the next Traffic Authority meeting.

Mayor Somers attended the Fitch Senior High School back-to-school celebration, a fife and drum muster at Fort Griswold, and a meeting with the acting Superintendent. Taste of Mystic will be held September 6-8, 2013, and the Groton Education Foundation is looking for participants for this year's Dancing with the Stars program. Mayor Somers noted that she received an email from the soup kitchen in New London and stated that she will schedule a date for Councilors to volunteer to serve a meal in the near future.

b. Clerk of the Representative Town Meeting

The next regular RTM meeting will be held on September 11, 2013. The RTM will have the choice to either veto or take no action regarding the blight ordinance.

c. Clerk of the Council

The Town Clerk received a communication requesting that the Council consider an ordinance to enforce cleaning up after pets.

d. Town Manager

The Town Manager stated the Town is preparing for a surveillance bond rating by Fitch on

September 9, 2013. He also noted that the CCM Annual Convention Expo will be held on November 2, 2013; a ground-breaking ceremony at Thames Edge at Fairview will be held on September 7, 2013; the 9th annual dance to benefit the Homeless Hospitality Center and Covenant Shelter will be held on September 7, 2013; a Business After Hours will be held September 10, 2013; the grand opening of the Lawrence & Memorial Cancer Center will be held September 18, 2013; the Mystic Fire Department will observe a Day of Remembrance on September 11, 2013; and the Fitch Senior High School Graduation Committee Annual Golf Tournament will be held on October 4, 2013.

e. Town Attorney

No report.

VIII. COMMITTEE REPORTS

a. Community & Cultural Development - Chairman Schmidt

No meeting, no report.

b. Economic Development - Chairman Johnson

No meeting, no report.

c. Education/Health & Social Services - Chairman Watson

No meeting, no report.

d. Environment/Energy - Chairman Peruzzotti

No meeting, no report.

e. Finance - Chairman Morton

No meeting, no report.

f. Personnel/Appointments/Rules - Chairman Flax

No meeting, no report.

g. Public Safety - Chairman Streeter

No meeting, no report.

h. Public Works/Recreation - Chairman Antipas

No meeting, no report.

i. Committee of the Whole - Mayor Somers

The resolutions on tonight's agenda are a result of the Committee of the Whole meeting.

IX. UNFINISHED BUSINESS

None.

X. NEW BUSINESS

2013-0214 Purchasing Manual Update

RESOLUTION APPROVING A REVISED TOWN OF GROTON PURCHASING MANUAL

WHEREAS, the Town of Groton uses a Purchasing Manual to guide Town departments in the procurement of goods and services, and

WHEREAS, section 9.10.2.1 of the Town Charter requires the Town Council to establish purchasing rules and regulations, and

WHEREAS, in the last state legislative session, a bill was passed increasing the threshold for requiring competitive bidding from \$7,500 to \$25,000, effective October 1, 2013, and

WHEREAS, it is proposed to update the Purchasing Manual to increase the sealed bid threshold

from \$7,500 to \$15,000 and require bid respondents to certify that they are not delinquent on any Town property taxes or fees, now therefore be it

RESOLVED, that the Town Council approves the revised Town of Groton Purchasing Manual dated August 2013, effective October 1, 2013.

A motion was made by Councilor Morton, seconded by Councilor Flax, that this matter be Adopted.

The motion carried unanimously

2013-0216

Commercial Property Assessed Clean Energy (C-PACE) Program

RESOLUTION AUTHORIZING THE TOWN MANAGER TO EXECUTE AN AGREEMENT WITH CEFIA TO IMPLEMENT THE COMMERCIAL PROPERTY ASSESSED CLEAN ENERGY (C-PACE) PROGRAM

WHEREAS, Section 157 of Public Act No. 12-2 of the June 12, 2012 Special Session of the Connecticut General Assembly (the "Act") established a program, known as the Commercial Property Assessed Clean Energy (C-PACE) program, to facilitate loan financing for clean energy improvements to commercial properties by utilizing a state or local assessment mechanism to provide security for repayment of the loans, and

WHEREAS, the Act authorizes the Clean Energy Finance and Investment Authority (the "Authority"), a public instrumentality and political subdivision of the State charged with implementing the C-PACE program on behalf of the State, to enter into a written agreement with participating municipalities pursuant to which the municipality may agree to assess, collect, remit and assign, benefit assessments to the Authority in return for energy improvements for benefited property owners within the municipality and for costs reasonably incurred by the municipality in performing such duties, and

WHEREAS, the Commercial Property Assessed Clean Energy (C-PACE) Agreement (the "C-PACE Agreement") between the Town of Groton and the Authority constitutes the written agreement authorized by the Act, and

WHEREAS, the implementation of this program within Groton will benefit commercial property owners, reduce energy usage by these properties, and provide an additional economic development incentive for business expansion, now therefore be it

RESOLVED, that Mark R. Oefinger, Town Manager, be, and hereby is, authorized to sign an agreement entitled "Commercial Property Assessed Clean Energy (C-PACE) Agreement" between the Clean Energy Finance Investment Authority and the Town of Groton as established by Section 157 of Public Act No. 12-2.

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

Councilor Antipas and Mayor Somers explained that this program will provide business financing for energy efficiency enhancements and the Town will be reimbursed for billing those businesses who take advantage of the program. Information about the C-PACE program will be on the Town website.

The motion carried unanimously

2013-0217

Referendum Date, Form of the Question, and Explanatory Text for the Police Station Improvements Bond Ordinance

RESOLUTION SETTING THE REFERENDUM DATE AND FORM OF THE QUESTION AND AUTHORIZING PREPARATION OF EXPLANATORY TEXT FOR THE POLICE STATION IMPROVEMENTS BOND ORDINANCE

WHEREAS, the Town Council and the Representative Town Meeting of the Town of Groton have

approved an "ORDINANCE APPROPRIATING \$5,345,000 FOR THE DESIGN AND CONSTRUCTION OF IMPROVEMENTS TO THE TOWN OF GROTON POLICE STATION AND AUTHORIZING THE ISSUANCE OF BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE SAID APPROPRIATION", now therefore be it

RESOLVED, that the ordinance be submitted for approval or rejection at a referendum to be held Tuesday, November 5, 2013 in conjunction with the municipal election to be on that date. Voters approving the ordinance will vote "Yes" and those opposing the ordinance will vote "No", and be it further

RESOLVED, that the question to be printed on the ballots shall be worded as follows:

"SHALL THE ORDINANCE APPROPRIATING \$5,345,000 AND AUTHORIZING THE ISSUANCE OF BONDS AND NOTES IN THE SAME AMOUNT FOR DESIGN AND CONSTRUCTION OF IMPROVEMENTS TO THE TOWN OF GROTON POLICE STATION BE APPROVED?"

and be it further

RESOLVED, that the Town Clerk is hereby directed to issue any and all warnings, publish all such notices, and file all such statements and reports concerning said referendum as provided by law, which notices shall include a summary of the ordinance, and be it further

RESOLVED, that in their discretion, the Town Clerk is authorized to prepare a concise explanatory text regarding said Ordinance and the Town Manager is authorized to prepare additional explanatory materials regarding said Ordinance, such texts and explanatory materials to be subject to the approval of the Town Attorney and to be prepared and distributed in accordance with Section 9-369b of the Connecticut General Statutes.

A motion was made by Councilor Watson, seconded by Councilor Schmidt, that this matter be Adopted. The motion carried unanimously

2013-0219

Referendum Date, Form of the Question, and Explanatory Text for the Flanders Road Utilities Expansion Bond Ordinance

RESOLUTION SETTING THE REFERENDUM DATE AND FORM OF THE QUESTION AND AUTHORIZING PREPARATION OF EXPLANATORY TEXT FOR THE FLANDERS ROAD UTILITIES EXPANSION BOND ORDINANCE

WHEREAS, the Town Council and the Representative Town Meeting have approved an ordinance entitled "ORDINANCE APPROPRIATING \$9,900,000 FOR THE DESIGN AND CONSTRUCTION OF THE EXPANSION OF WATER SERVICE AND SEWER SERVICE TO THE MIDDLE SEGMENT AND LOWER SEGMENT OF THE FLANDERS ROAD AREA AND AUTHORIZING THE ISSUANCE OF BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE SAID APPROPRIATION", now therefore be it

RESOLVED, that the ordinance be submitted for approval or rejection at a referendum to be held November 5, 2013 in conjunction with the municipal election to be on that date. Voters approving the ordinance will vote "Yes" and those opposing the ordinance will vote "No", and be it further

RESOLVED, that the question to be printed on the ballots shall be worded as follows:

"SHALL THE ORDINANCE APPROPRIATING \$9,900,000 AND AUTHORIZING BONDS AND NOTES IN THE SAME AMOUNT FOR THE DESIGN AND CONSTRUCTION OF THE EXPANSION OF WATER SERVICE AND SEWER SERVICE TO THE MIDDLE SEGMENT AND LOWER SEGMENT OF THE FLANDERS ROAD AREA BE APPROVED?"

and be it further

RESOLVED, that the Town Clerk is hereby directed to issue any and all warnings, publish all such notices, and file all such statements and reports concerning said referendum as provided by law, which notices shall include a summary of the ordinance, and be it further

RESOLVED, that in their discretion, the Town Clerk is authorized to prepare a concise explanatory text regarding said Ordinance and the Town Manager is authorized to prepare additional explanatory materials regarding said Ordinance, such texts and explanatory materials to be subject to the approval of the Town Attorney and to be prepared and distributed in accordance with Section 9-369b of the Connecticut General Statutes.

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

The motion carried unanimously

2013-0222

GIS Coordinator Job Description

RESOLUTION APPROVING A JOB DESCRIPTION FOR A GIS COORDINATOR

WHEREAS, a review of the duties, responsibilities, and pay level for the GIS Programmer/Analyst Position was undertaken as a result of contract negotiations with the GMEA/CILU, and

WHEREAS, The Town and GMEA/CILU concur with a revised job description, change in title to GIS Coordinator, and increase in pay level from Level 4 to Level 5, now therefore be it

RESOLVED, that the Town Council approves the job description for the position of GIS Coordinator.

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

Councilor Flax noted that this position was negotiated in the GMEA/CILU contract and it is the fulfillment of an obligation. The additional funds needed for this change have been included in this year's budget.

The motion carried unanimously

XI. OTHER BUSINESS

The Mayor noted that she is in the process of scheduling a meeting with the RTM to discuss next year's budget process. The purpose of the meeting is to open up dialogue and improve communications between the Town Council and the RTM.

By consensus, the Committee of the Whole meeting scheduled for September 10, 2013, has been cancelled. A special meeting will be held prior to the next Town Council meeting on September 17, 2013.

XII. ADJOURNMENT

A motion to adjourn at 8:13 p.m. was made by Councilor Watson, seconded by Councilor Peruzzotti and so voted unanimously.

Attest:

*Betsy Moukawsher, Town Clerk
Clerk of the Council*

Lori Watrous, Office Assistant